ownCloud User Manual

Release 7.0

The ownCloud developers

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CHAPTER

ONE

OWNCLOUD 7.0 USER DOCUMENTATION

Welcome to ownCloud: your self-hosted file sync and share solution.

ownCloud is open source file sync and share software for everyone from individuals operating the free ownCloud Community Edition, to large enterprises and service providers operating the ownCloud Enterprise Edition. ownCloud provides a safe, secure, and compliant file synchronization and sharing solution on servers that you control.

With ownCloud you can share one or more files and folders on your computer, and synchronize them with your ownCloud server. Place files in your local shared directories, and those files are immediately synchronized to the server and to other devices using the ownCloud Desktop Client. Not near a device running a desktop client? No problem! Simply log in using the ownCloud web client and manage your files from there. The ownCloud Android and iOS mobile applications enable you to browse, download, and upload photos and videos. On Android, you can also create, download, edit, and upload any other files, as long as the correct software is installed.

Whether you are using a mobile device, a workstation, or a web client, ownCloud provides the ability to put the right files in the right hands at the right time on any device with one simple-to-use, secure, private and controlled solution. After all, with ownCloud, it's Your Cloud, Your Data, Your Way.

1.1 Web Interface

The following topic contains a general overview how to access ownCloud from a web browser like Firefox, Chrome, or Internet Explorer:

- *The ownCloud Web Interface*

1.2 File Access and Management

The following topics contain information about file access and management. Access information includes how to access your server using the ownCloud web interface or through the use of WebDAV shares (Linux or Mac OSX) or web folders (Windows):

- *Accessing your Files Using the Web Interface*
- *Accessing Files Using WebDAV*
- *Desktop Synchronization*
- *Using Server-to-Server Sharing*
- *Version Control*

- *Managing Deleted Files*
- *Encrypting Files*
- *Storage Quota*
- *Managing Big Files*

1.3 Contacts and Calendar

The following topic provides information about the **Contacts** and **Calendar** applications including usage instructions as well as how to export, import, and synchronization the ownCloud calendar application with different operating system calendars:

- *Using the Calendar App*
- *Using the Contacts App*
- *iOS - Synchronize iPhone/iPad*
- *Synchronizing with KDE SC*
- *Synchronizing with OS X*

1.4 Documents

The following topic describes how to use the **Documents** application to enable multiple users to collaboratively edit rich-text documents simultaneously.

- *Collaborative Document Editing*

1.5 Bookmarks

The following topic describes how to use the ownCloud **Bookmarks** application to manage your bookmarks:

- *Using the Bookmarks App*

1.6 Backup

The following topic describes the ownCloud **User_Migrate** application used to import and export user account settings:

- *User Account Migration*

1.7 External storage

Please see `Configuring External Storage (GUI)` in the ownCloud Administrator's manual:

Configuring External Storage (GUI)

1.8 Indices and tables

- *genindex*

CHAPTER

TWO

WHAT'S NEW FOR USERS IN OWNCLOUD 7

2.1 No More Shared Folder

The Shared folder has been removed from ownCloud 7. If you are upgrading from older ownCloud versions you will still have your old Shared folder, but new shares will appear in the top-level of your Files page, and the Shared folder is no longer required. You can now create your own folders for storing shared files, and organize and move them around like any other files.

2.2 Selective Sync

The desktop client now makes it easier for users to configure which folders on their ownCloud instances should be syncing with the desktop, and can easily make changes for special circumstances such as travel and special projects.

2.3 Server to Server Sharing

ownCloud 7 servers can now connect shares directly with each other. With just a few clicks you can easily and securely connect to public shares on other ownCloud servers, and optionally create public shares for sharing your own files if your admin allows it.

2.4 File and Activity Notifications

In ownCloud 7 you can set up automatic notifications on your ownCloud Personal page of tracked activities such as new shares, and changed or deleted files.

2.5 ownCloud Documents with Word Conversion

You can convert Word documents on the fly: open them in ownCloud for editing, and live editing with other users, and when you close it reverts to its original Word format with all of your changes embedded.

2.6 Mobile Web Browser Support

ownCloud 7 is friendly to small screens, and can be used on most tablet and mobile browsers without requiring the use of a native mobile app. This provides support for devices that do not have a native app, like Microsoft and Blackberry.

2.7 Lazy Loading Files

Viewing your Files page is faster now thanks to "lazy loading", which loads files as you scroll down the page instead of loading all of them when you open the page.

CHAPTER

THREE

THE OWNCLOUD WEB INTERFACE

You can connect to your ownCloud server using any web browser. To access the ownCloud server using a web browser, specify the uniform resource link (URL) address of the server in the browser navigation bar. This can be the URL address of your personal ownCloud setup or a URL address that you have received from your company or your service provider.

Note: If you are administering the server yourself, we recommend that you read the ownCloud Administrators Guide.

3.1 Accessing the ownCloud Web Interface

To access the ownCloud web interface:

1. Enter the URL address of the ownCloud server into your browser navigation bar.

   The ownCloud login window opens.

Figure 3.1: **ownCloud login window**

2. Enter your valid username and password.

   The username and password combination can be those that you set up yourself when creating your ownCloud server setup or those provided by your company or your service provider.

   If you have set up the server yourself or are administering the server, you can add additional users by configuring a user backend (for example, LDAP).

3. Click the *Log in* button.

   The ownCloud main interface opens.

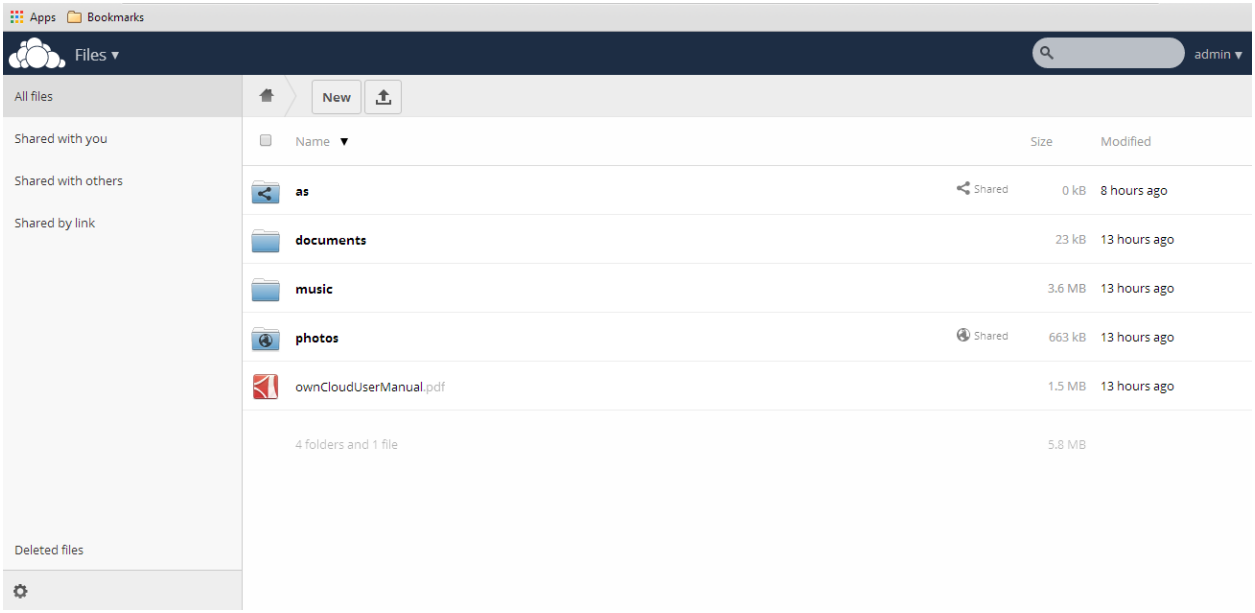


Figure 3.2: **ownCloud main user interface**

3.2 Navigating the Main User Interface

Once you have accessed the ownCloud Server main web interface you can add files, remove files, and make changes based on the access privileges set by you (if you are administering the server) or by your server administrator.

The ownCloud Main User Interface contains the following fields and functions:

- **Apps Selection Menu**: Located in the upper left corner of the user interface, this bar contains apps that are configured on the ownCloud server. The icons in this bar enable you to launch the different apps available and navigate between them within the ownCloud user interface.

Note: ownCloud supports a number of apps that can be installed and used for various features and functions. Not all apps are installed and enabled by default. For example, the *Apps* button is visible only to administrators. This button allows administrators to enable or disable installed applications.

- **Apps Information** field: Located in the left side bar, this field provides filters and tasks associated with the chosen app. For example, using the Files app, you can use the filters in the apps information field to view only files that have been shared with you, files that you have shared with others, files that you have shared through the use of a link, or an option to delete files. Other app-specific information fields might provide tasks for creating new documents or modifying calendar entries.

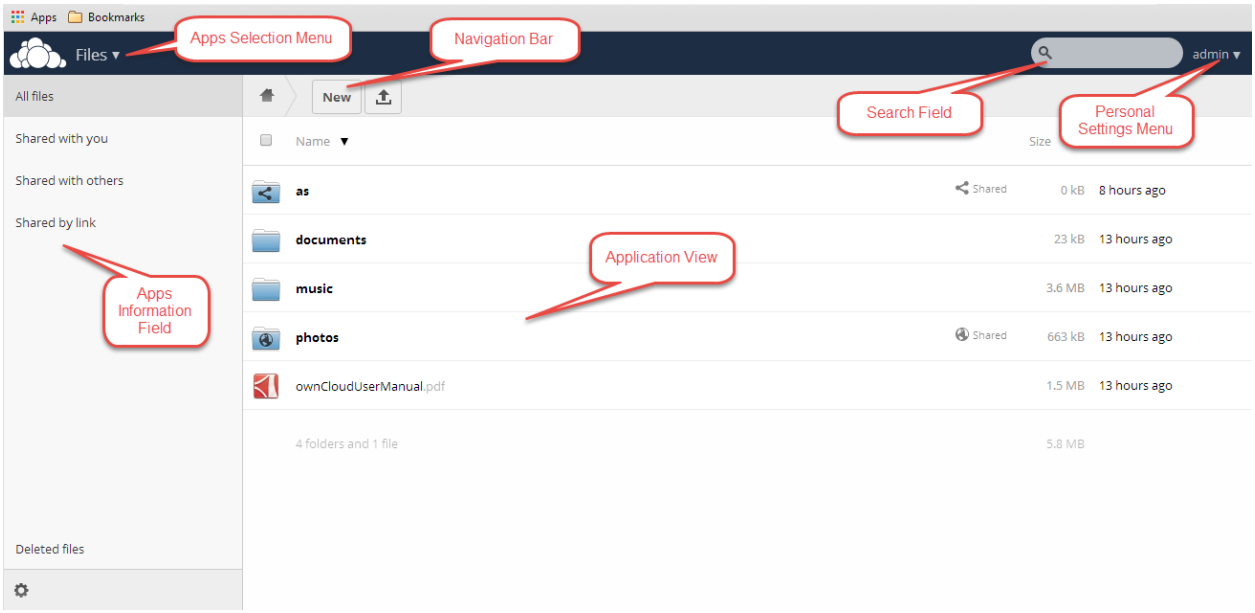


Figure 3.3: **Navigating the main user interface**

- **Application View**: The main, central field in the ownCloud user interface. This field displays the contents or user features of the app selected in the Navigation Bar. By default, this field shows the files and directory ("Files" view) of your user account.
- **Navigation Bar**: Located over the main viewing window (the Application View), this bar provides a type of breadcrumbs navigation that enables you to migrate to higher levels of the folder hierarchy up to the root level (home) of your ownCloud instance.
- **New** button: Located in the Navigation Bar, the *New* button enables you to create new files, new folders, or upload existing files from a specified link.

Note: You can also drag and drop files from your file manager (e.g. Windows Explorer or your Mac OS X Finder) into the ownCloud Files Application View to upload them to ownCloud.

- **Upload** button: Located next to the *New* button in the Navigation Bar, the *Upload* button enables you to upload files from your system to the ownCloud server. Clicking this button launches a file picker (e.g. Windows Explorer or Mac OS X Finder) window with which you can choose files for uploading.
- **Search** field: Residing in the upper right hand corner of the Main User Interface window, the Search field enables you to search for files and folders stored in ownCloud. The ownCloud search function provides a full text search. However, for searching to function, administrators must enable the app in the search app settings.
- **Personal Settings** menu: Located to the right of the Search field, the Personal Settings dropdown menu provides access to your personal settings page and the ability to log out of your ownCloud user session. The personal settings page provides access to the following:
  - Activity notifications
  - Server usage and space availability
  - Password management
  - Name, email, and profile picture settings
  - Interface language settings

- WebDAV URL for receiving files using WebDAV (see next chapter).
- Mozilla Sync information for creating a synchronization to a Mozilla (Firefox) account.
- ownCloud Version information

You can see *Setting Your Preferences* section to learn more about those settings.

In addition to these standard settings, administrators have access to user management (*Users*), apps settings (*Apps*), and administrative settings (*Admin*) including access to the ownCloud log files.

CHAPTER

FOUR

FILES & SYNCHRONIZATION

4.1 Accessing your Files Using the Web Interface

You can access your ownCloud files with the ownCloud web interface and create, preview, edit, delete, share, and re-share files. Your ownCloud administrator has the option to disable these features, so if any of them are missing on your system ask your server administrator.

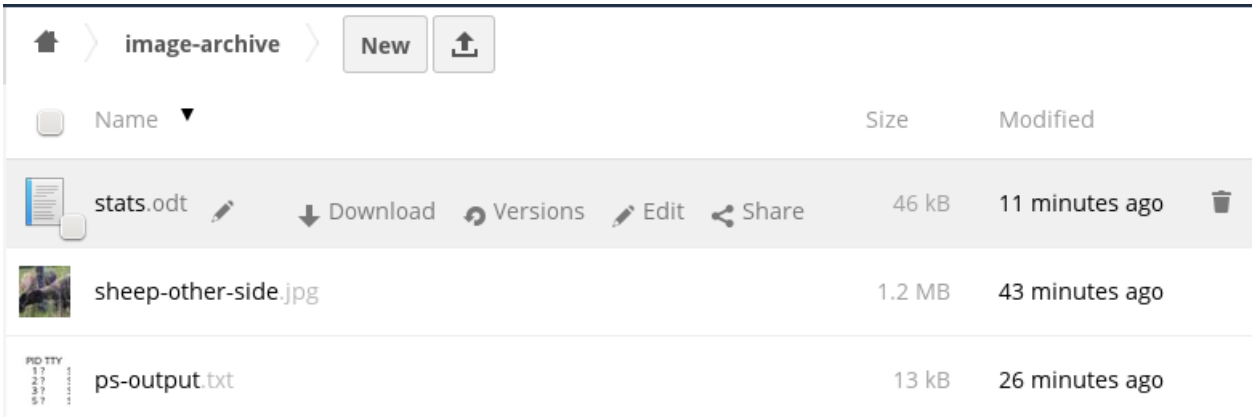


Figure 4.1: **ownCloud web interface Files app**

ownCloud version 7 can display thumbnail previews for image files, MP3 covers, and text files, if this enabled by your server administrator. Hover your cursor over a file or folder to expose the controls for the following operations:

Pencil icon Rename a file or folder. This does not alter the filename on the original document.

Download Download the file to your computer.

Versions Displays older versions, if there are any, and you can revert to an older file version.

Edit The Edit button appears on files that are editable inside ownCloud, in the Documents app. Supported file formats are `.odt`, `.doc`, and `.docx`.

Share Share the file or folder with a group or other users, and create public shares with hyperlinks.

Trash Delete the selected file or folder. This deletes it from your ownCloud instance, and does not affect the original file.

Note: The Shared folder has been removed from new installations of ownCloud 7. Shares now appear in the top level of your file tree on your Files page. If you are upgrading from older ownCloud versions you will still have your

old Shared folder. Your server administrator has the option to change this in the server's `config.php` file with the `'share_folder' =>` directive.

4.1.1 Navigating Inside Your ownCloud

Navigating through folders in ownCloud is as simple as clicking on a folder to open it and using the back button on your browser to move to a previous level. ownCloud also provides a navigation bar at the top of the Files field for quick navigation.

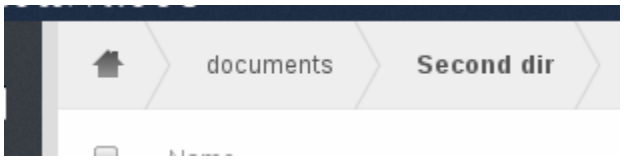
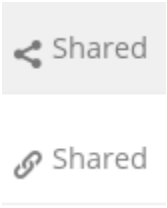


Figure 4.2: **Navigation bar**

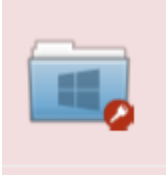
The navigation bar functions as a "breadcrumb" locator. It displays your current directory and enables you to migrate back to one of the upper directories or, using the home icon, to navigate back into your root folder.

4.1.2 Overlay Icons Show Sharing Status

Any folder that has been shared is marked with the `Shared` overlay icon. Public link shares are marked with a chain link. Un-shared folders are blank.



If your ownCloud server is the Enterprise edition, you may also have access to Sharepoint and Windows Network Drive file shares. These also have special overlay icons, and a red plugin means you have to enter a login to get access to the share.



4.1.3 Creating or Uploading Files and Directories

ownCloud enables you to create new files or folders directly in an ownCloud folder by clicking on the *New* button in the Files app.

The *New* button provides the following three options from which to choose:

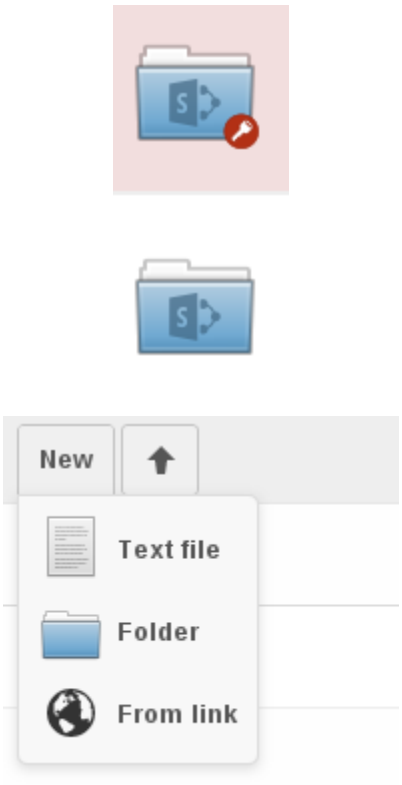


Figure 4.3: **New button options**

Text file Creates a simple text file and adds the file to your current folder.

Folder Creates a new folder in the current folder.

From link Downloads a file from a URL that you type or copy into the form field, and places it into the current folder.

Up arrow The upward-point arrow is for uploading files from your computer into ownCloud.

4.1.4 Selecting Files or Folders

You can select one or more files or folders by clicking on the small thumbnails or icons that represent them. When you select a file or folder, a small checkbox is populated with a check to indicate that it is selected. To select all files in the current directory, you can click on the checkbox located at the top of the Files app field, above the first file or folder on the list.

If you select multiple files, you can delete all of the selected files or download them as a ZIP file by using the `Delete` or `Download` buttons at the top right side of the Files app field.

Note: If the `Download` button is not visible, the administrator has disabled this feature. Contact your administrator for further guidance.

4.1.5 Filtering the File Application View

ownCloud enables you to view files in the File Application View using filter options located in the Apps Information Field. This feature enables you to quickly and easily view and manage files based on their share status.

You can click on any of the filter options to view the files as follows:

All files The default view; displays all files that you have access to.

Shared with you Displays all files shared with you by another user or group.

Shared with others Displays all files that you have shared with other users or groups.

Shared by link Displays all files that are shared by you via public link.

External Storage Files that you have access to on external storage devices and services such as Dropbox, Google, and Amazon S3.

4.1.6 Previewing Files

You can display uncompressed text files, OpenDocument files, and image files from the ownCloud server by clicking on the file name. If ownCloud cannot display a file, it starts a download process starts and downloads the file to your computer.

4.1.7 Moving Files

Using the ownCloud web interface, you can move files and folders by dragging and dropping them into any directory.

4.1.8 Sharing Files Locally

When enabled by your administrator, you can share files or folders on ownCloud with a local user, group, or any person online with a public link. Shared files and folders are labeled with overlay icons the triangular share icon, and the status *Shared* in the file or folder row.

To create a local share with other users or groups on your ownCloud server:

1. Hover your cursor over an item on the Files page
2. Click the **Share** icon

The Share dialog box opens to show the following options:

Type the name of the user or group that you want to share with. If you want to share with more than one, you have to create each share separately. Check the permissions you want the user or group to have, and optionally send them an email notification.

Note: Users must enter their email addresses on their Personal pages for email notifications to work

---

Your new share appears on user's Files pages marked with a Share icon, and the name of the file owner.

When you want to revoke a share, simply click the Trashcan icon next to the name of the appropriate user or group in the Shared dialog.

4.1.9 Creating a Public Share

You can share files outside of your organization with people who are not users on your ownCloud server by creating a public share link. Open the Share dialog and check Share Link.

This creates a public URL that anyone can use to access the share. You have the options to send an email notification, protect it with a password, and put an expiration date on it. Your ownCloud administrator has the option to require passwords and expiration dates.

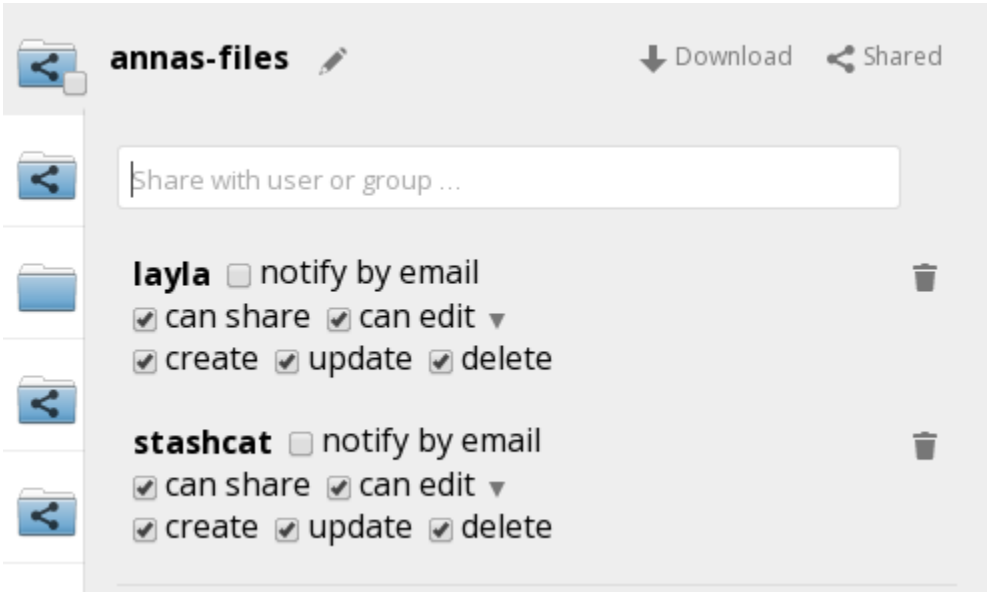


Figure 4.4: **Share dialog box**

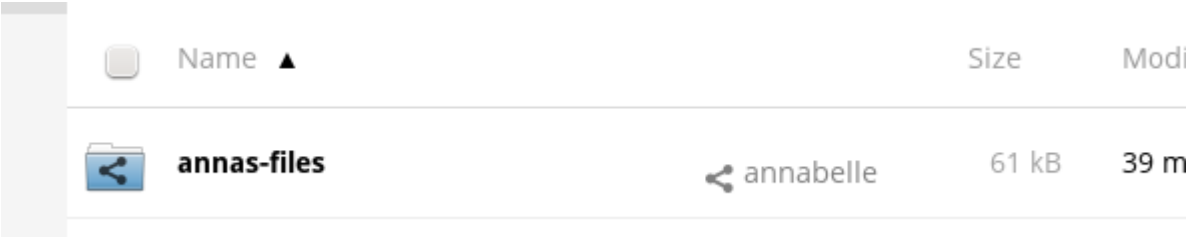


Figure 4.5: **Shared file**

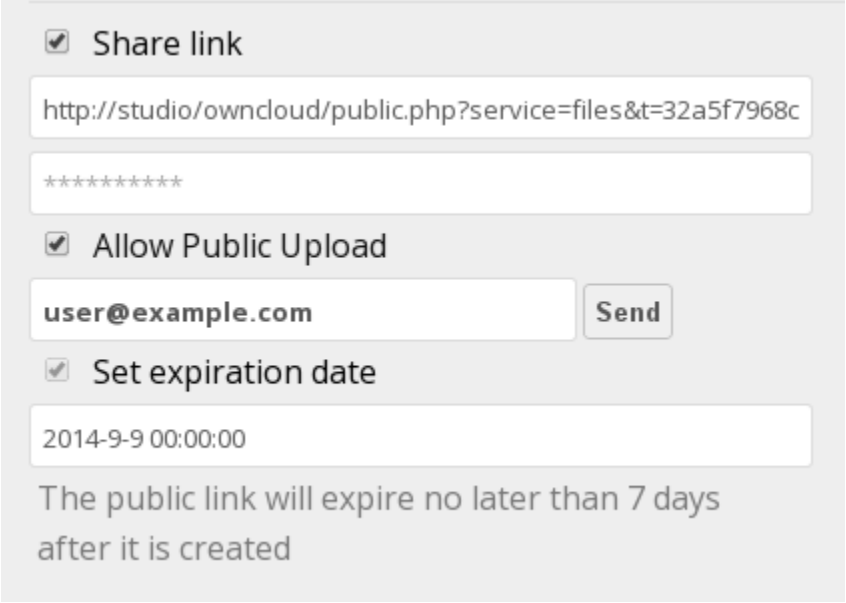


Figure 4.6: **Public share box**

4.2 Accessing Files Using WebDAV

Web Distributed Authoring and Versioning (WebDAV) is a Hypertext Transfer Protocol (HTTP) extension that facilitates collaboration between users in editing and managing documents and files stored on web servers. Using WebDAV, you can access your ownCloud instance on every platform using the web interface. You can also optionally integrate your ownCloud access with your desktop.

Note: In the following examples, You must adjust **example.org/** to the URL of your ownCloud server installation.

4.2.1 Accessing Files Using Linux

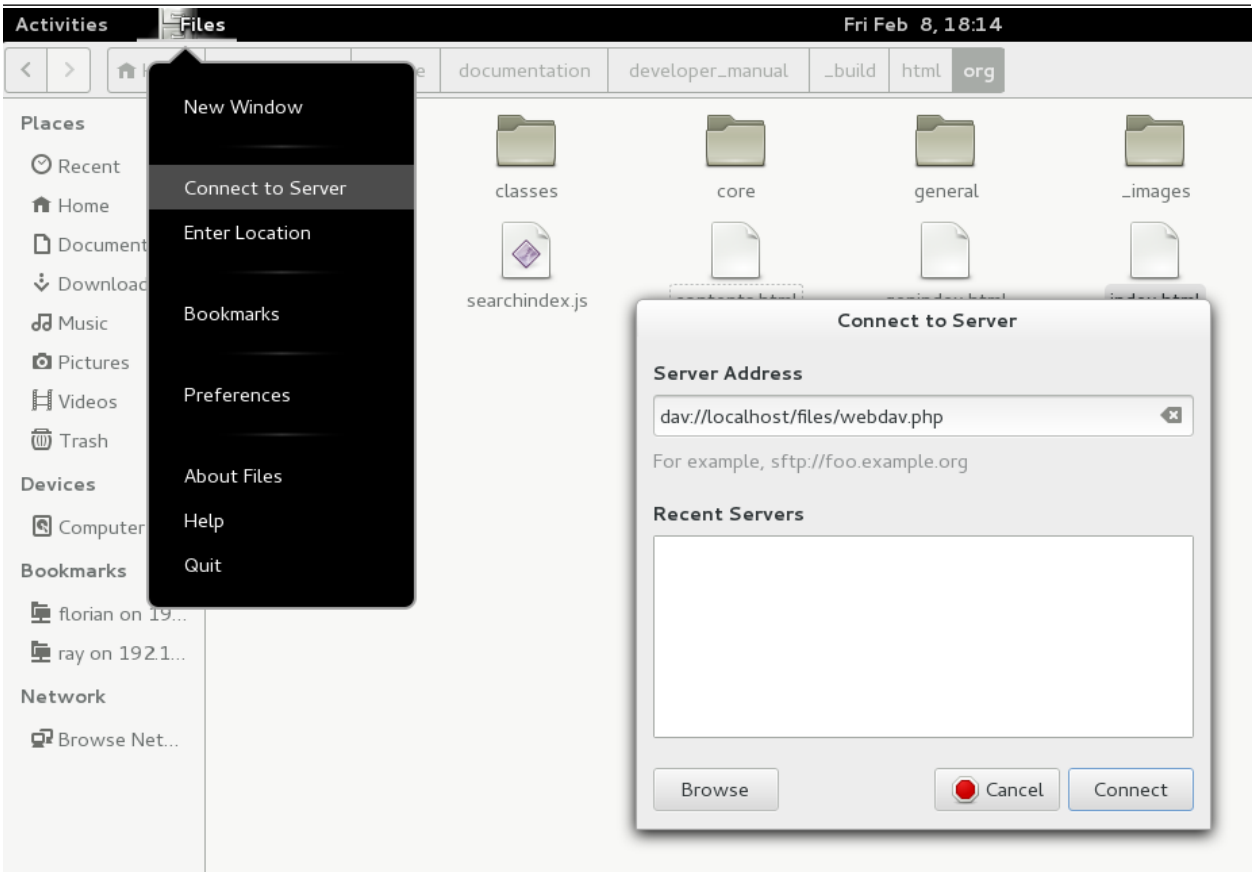
You can access files in Linux operating systems using the following methods:

Accessing Files with Gnome 3 and Nautilus File Manager

The URL that you have to use to connect to the ownCloud installation using Nautilus File Manager is:

```
davs://example.org/owncloud/remote.php/webdav
```

Note: If your server connection is not HTTPS-secured, use *dav://* instead of *davs://*.

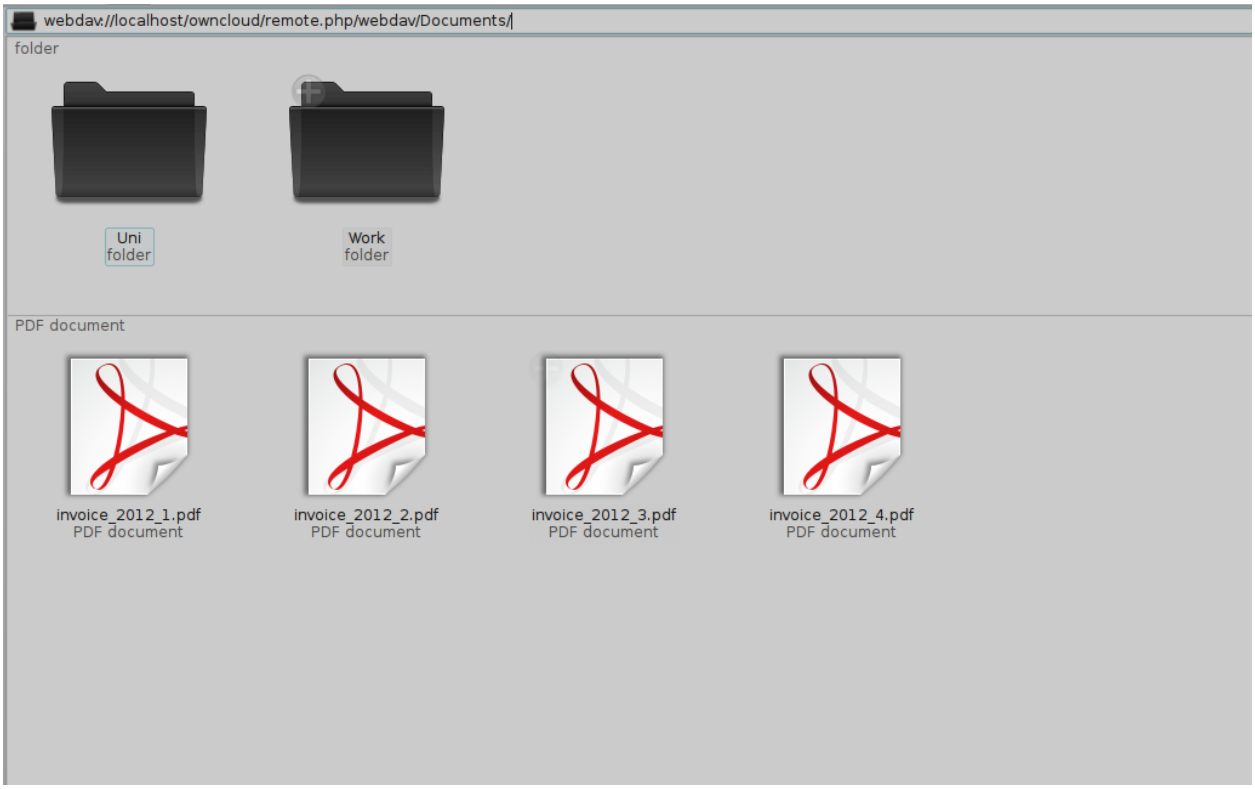


Accessing Files with KDE and Dolphin File Manager

To access Files using KDE:

Click in the address area and enter:

```
webdav://example.org/owncloud/remote.php/webdav
```



To access files using Dolphin File Manager:

1. Open Dolphin and click “Network” in the left hand “Places” column.
2. Click on the icon labeled **Add a Network Folder**. The resulting dialog should appear with WebDAV already selected.
3. If WebDav is not selected, select it.
4. Click **Next**.
5. Enter the following settings: * Name: The name you want to see in the **Places** bookmark, for example ownCloud. * User: The ownCloud username you used to log in, for example admin. * Server: The ownCloud domain name, for example **example.org** (without **http://** before or directories afterwards). * Folder – Enter the path `owncloud/remote.php/webdav`.
6. (Optional) Check the “Create icon checkbox” for a bookmark to appear in the Places column.
7. (Optional) Provide any special settings or an SSL certificate in the “Port & Encrypted” checkbox.

Mounting the File System and Accessing with a Command Line

To mount the file system and access files using a command line:

1. Install the WebDAV support using the davfs package. For example, on Debian/Ubuntu, you can use:

```
sudo apt-get install davfs2
```

2. Reconfigure davfs2 to allow access to normal users (select Yes when prompted):

   ```
   sudo dpkg-reconfigure davfs2
   ```

3. Specify any users that you want to have mount and share privileges in the davfs2 group:

   ```
   sudo usermod -aG davfs2 <user>
   ```

4. Edit the `/etc/fstab` file and add the following line for each user for whom you want to give mount privileges for the folder:

   ```
   example.org/owncloud/remote.php/webdav /home/<username>/owncloud davfs user,rw,noauto 0 0
   ```

   For each user for whom you wants to give mount privileges:

   1. Create the folders `owncloud/` and `.davfs2/` in your home directory.
   2. Create the file `secrets` inside the `.davfs2/` folder and populate it with the following:

      ```
      example.org/owncloud/remote.php/webdav <username> <password>
      ```

4. Ensure that the file is writable by only you by using the file manager or by issuing the following command:

   ```
   ``chmod 600 ~/.davfs2/secrets``
   ```

5. Run the following command:

   ```
   ``mount ~/owncloud``
   ```

6. To automatically mount the folder on login, add the `mount ~/owncloud` command to the `./.bashrc` file.

Known Issues

Problem: Resource temporarily unavailable

Solution: If you experience trouble when you create a file in the directory, edit `/etc/davfs2/davfs2.conf` and add:

```
use_locks 0
```

Problem: Certificate warnings

Solution: If you use a self-signed certificate, you will get a warning. If you are willing to take the risk of a man in the middle attack, run this command instead:

```
echo "y" | mount ~/owncloud > /dev/null 2>&1
```

4.2.2 Accessing Files Using MAC OSX

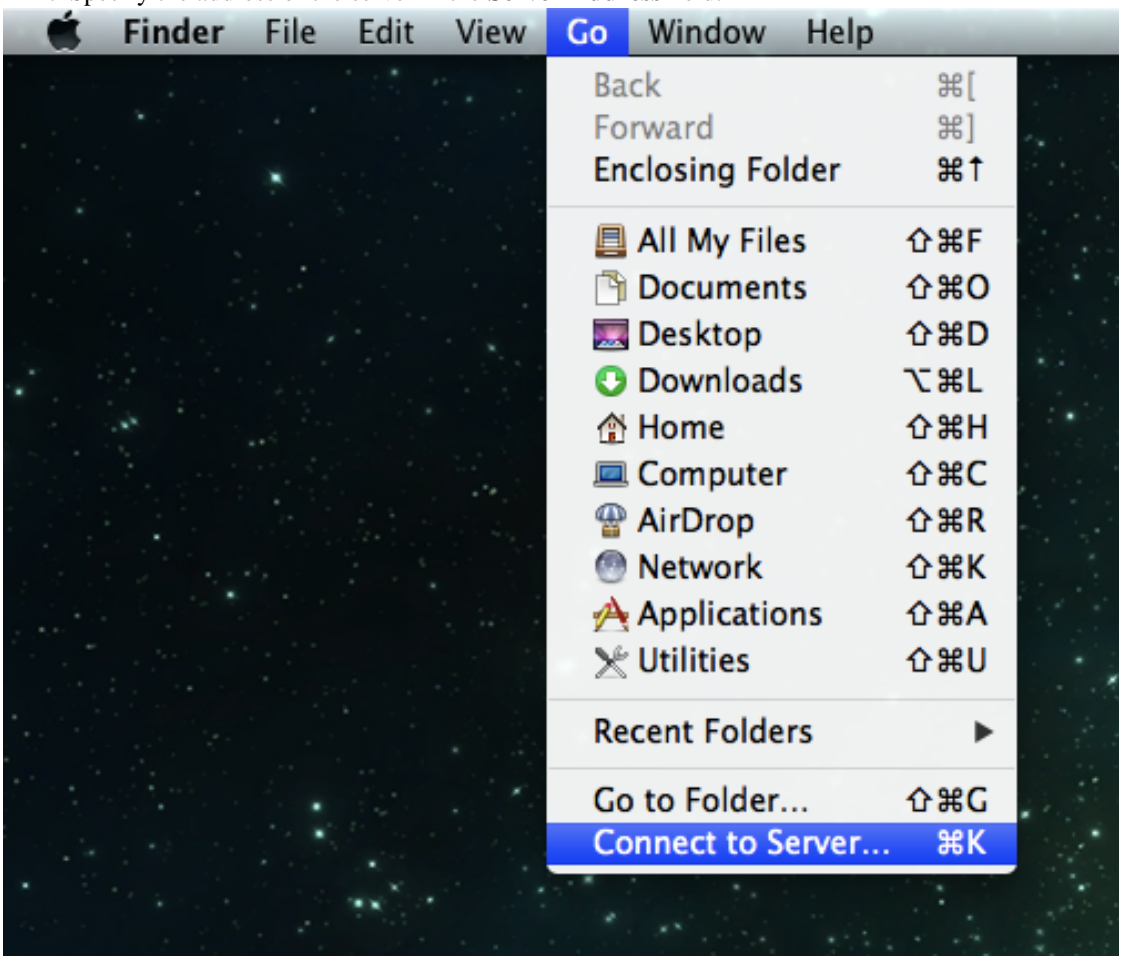
Note: The MAC OSX Finder suffers from a series of implementation problems and should only be used if the ownCloud server runs on **Apache** and **mod_php**.

To access files through the MAC OSX Finder:

1. Choose **Go > Connect to Server**.

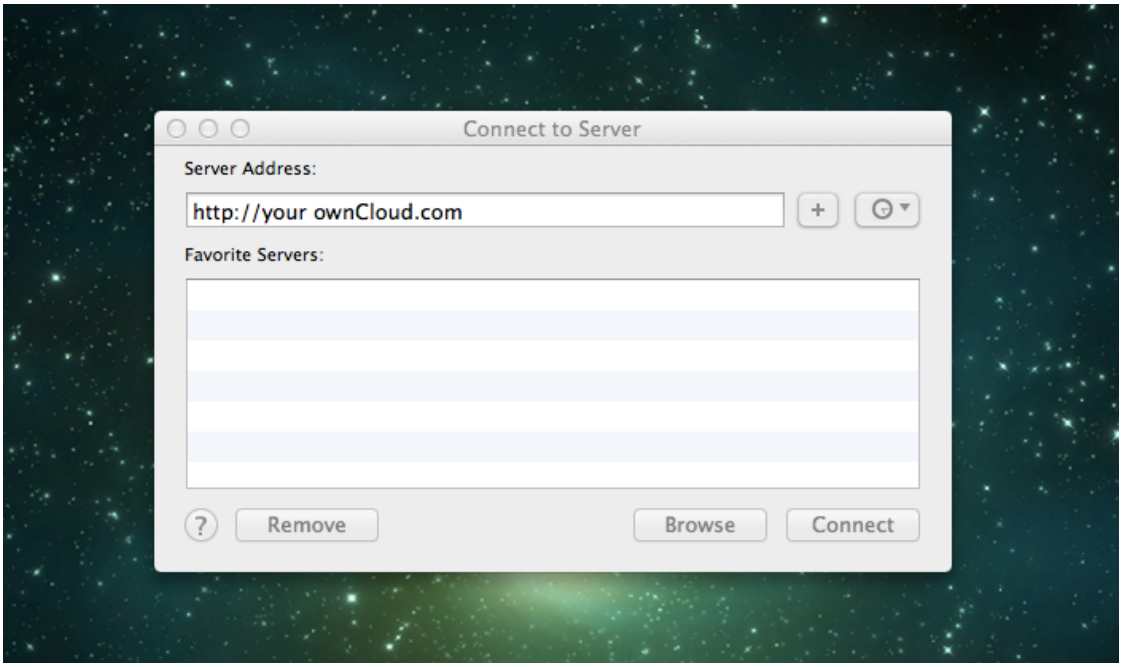
The “Connect to Server” window opens.

2. Specify the address of the server in the **Server Address** field.



For example, the URL address used to connect to the ownCloud installation from the MAC OSX Finder is:

```
http://example.org/owncloud/remote.php/webdav
```



3. Click **Connect**.

   The device connects to the server.

For added details about how to connect to an external server using MAC OSX, check the respective vendor documentation .

4.2.3 Accessing Files Using Microsoft Windows

When using Microsoft Windows, a separate WebDAV client is recommended to access the files from your server.You can choose a suitable WebDav client from the WebDav Project page .

If you must use the native implementation, you can map ownCloud to a new drive. Mapping to a drive enables you to browse files stored on an ownCloudserver the way you would files stored in a mapped network drive.

Using this feature requires network connectivity. If you want to store your files offline, use the ownCloud Client to sync all files on your ownCloud to one or more directories of your local hard drive.

Note: Prior to mapping your drive, you must permit the use of Basic Authentication in the Windows Registry. The procedure is documented in KB841215 and differs between Windows XP/Server 2003 and Windows Vista/7. Please follow the Knowledge Base article before proceeding, and follow the Vista instructions if you run Windows 7.

Mapping Drives With the Command Line

The following example shows how to map a drive using the command line. To map the drive:

1. Open a command prompt in Windows.
2. Enter the following line in the command prompt to map to the computer Z drive:

   ```
   net use Z: https://<drive_path>/remote.php/webdav /user:youruser yourpassword
   ```

   where <drive_path> is **example.org/owncloud**

For example: `net use Z: https://example.org/owncloud/remote.php/webdav /user:youruser yourpassword`

The computer maps the files of your ownCloud account to the drive letter Z.

Note: Though not recommended, you can also mount the ownCloud server using HTTP, leaving the connection unencrypted. If you plan to use HTTP connections on devices while in public place, we strongly recommend using a VPN tunnel to provide the necessary security.

An alternative command syntax is:

```
net use Z: \\example.org@ssl\owncloud\remote.php\webdav
/user:youruser yourpassword
```

Appending **/persistent** makes the connection persistent across reboots. **(??Example??)**

You can also mount your ownCloud via HTTP, leaving the connection unencrypted.

Mapping Drives With Windows Explorer

To map a drive using the Microsoft Windows Explorer:

1. Migrate to your computer in Windows Explorer.
2. Right-click on **Computer** entry and select **Map network drive...** from the drop-down menu.
3. Choose a local network drive to which you want to map ownCloud.
4. Specify the address to your ownCloud instance, followed by **/remote.php/webdav**.

   For example:

   `https://example.org/owncloud/remote.php/webdav`

   Note: For SSL protected servers, check **Reconnect at logon** to ensure that the mapping is persistent upon subsequent reboots. If you want to connect to the ownCloud server as a different user, check **Connect using different credentials**.

   ---

5. Click the `Finish` button.

   Windows Explorer maps the network drive, making your ownCloud instance available.

Accessing Files Using Cyberduck

Cyberduck is an open source FTP and SFTP, WebDAV, OpenStack Swift, and Amazon S3 browser designed for file transfers.

Note: This example uses Cyberduck version 4.2.1.

To use Cyberduck:

1. Specify a server without any leading protocol information. For example:

   `example.org`

2. Specify the appropriate port. The port you choose depends on whether or not your ownCloud server supports SSL. Cyberduck requires that you select a different connection type if you plan to use SSL. For example:

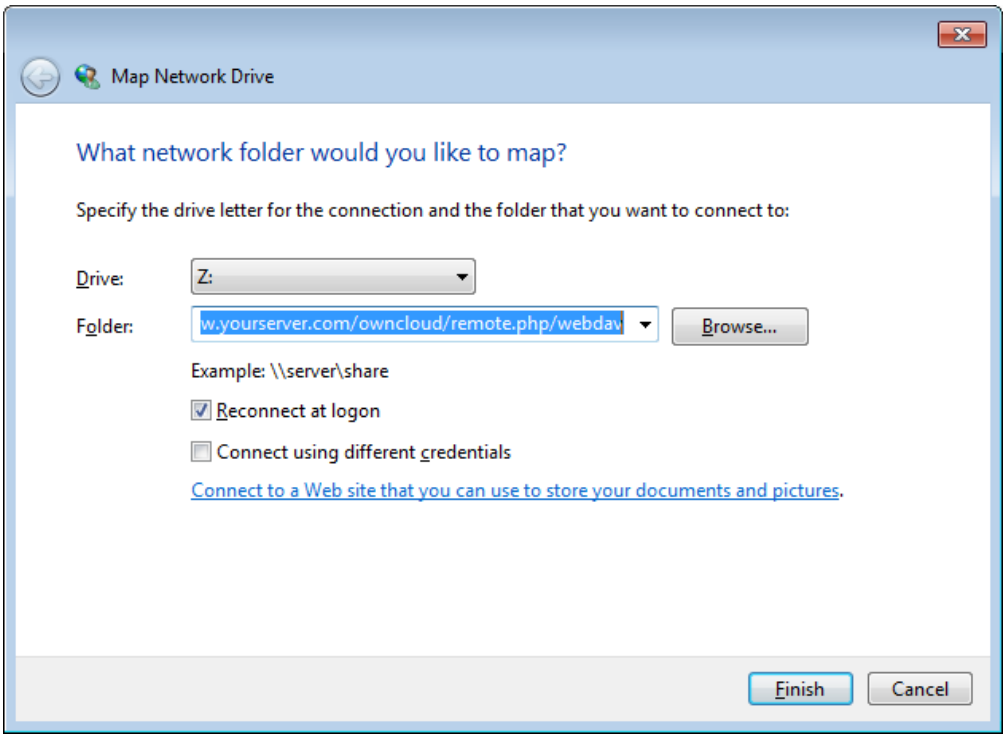

Map Network Drive
What network folder would you like to map?
Specify the drive letter for the connection and the folder that you want to connect to:
Drive:
Z:
Folder:
w.yourserver.com/owncloud/remote.php/webdav
Browse...
Example: \\server\share
Reconnect at logon
Connect using different credentials
Connect to a Web site that you can use to store your documents and pictures.
Finish
Cancel

Figure 4.7: **Mapping WebDAV on Windows Explorer**

80 (for WebDAV) 443 (for WebDAV (HTTPS/SSL))

3. Use the 'More Options' drop-down menu to add the rest of your WebDAV URL into the 'Path' field. For example:

   `remote.php/webdav`

   Cyberduck enables file access to the ownCloud server.

Known Problems

Problem Windows does not connect using HTTPS.

Solution The Windows WebDAV Client might not support Server Name Indication (SNI) on encrypted connections. If you encounter an error mounting an SSL-encrypted ownCloud instance, contact your provider about assigning a dedicated IP address for your SSL-based server.

Problem You receive the following error message: **Error 0x800700DF: The file size exceeds the limit allowed and cannot be saved.**

Solution Windows limits the maximum size a file transferred from or to a WebDAV share may have. You can increase the value **FileSizeLimitInBytes** in **HKEY_LOCAL_MACHINESYSTEMCurrentControlSetServicesWebClientParameters** by clicking on **Modify**.

To increase the limit to the maximum value of 4GB, select **Decimal**, enter a value of **4294967295**, and reboot Windows or restart the **WebClient** service.

Todo

document registry keys on file size limit and not complaining in no network cases

4.2.4 Using the Desktop Sync Client to Access Files

Some applications enable you to only save to a local folder. To circumvent this issue, you can install the ownCloud sync clients.

4.2.5 Using Mobile Apps to Access Files

Todo

Needs updating

To connect to your ownCloud server with any **ownCloud** mobile apps, use the base URL and folder only:

```
example.org/owncloud
```

Note: There is no need to add remote.php/webdav as you do for other WebDAV clients.

Mobile apps currently exist for both Android and webOS. Feel free to contribute, if you can!

In addition to the mobile apps provided by ownCloud, you can use other apps to connect to ownCloud from your mobile device using WebDAV. WebDAV Navigator is a good (proprietary) app for Android devices, iPhones, and BlackBerry devices.

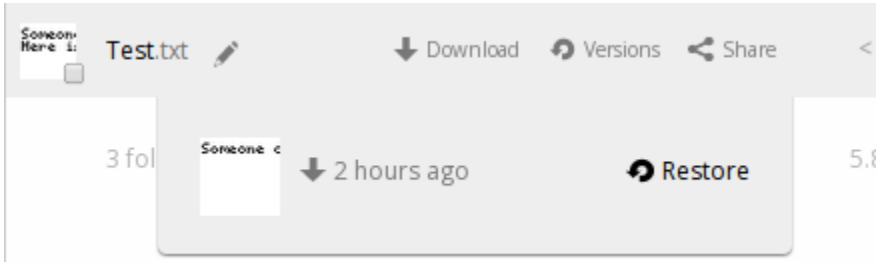
The URL for these is:

```
example.org/owncloud/remote.php/webdav
```

4.3 Version Control

ownCloud supports simple version control for files. Versioning creates backups of files which are accessible via the Versions link. This link contains the history of the file where you can roll back a file to any previous version. Changes made at intervals greater than two minutes are saved in data/[user]/versions, and made accessible using the above pages.

To restore a specific version of a file, hover your cursor on a file and click *Versions* link. If any version is available, you should see a list like the image below:



Clicking on *Restore* next to any version will revert the file to that version back.

The versioning app expires old versions automatically to make sure that the user doesn't run out of space. Following pattern is used to delete old versions:

- For the first second we keep one version
- For the first 10 seconds ownCloud keeps one version every 2 seconds
- For the first minute ownCloud keeps one version every 10 seconds
- For the first hour ownCloud keeps one version every minute
- For the first 24 hours ownCloud keeps one version every hour
- For the first 30 days ownCloud keeps one version every day
- After the first 30 days ownCloud keeps one version every week

The versions are adjusted along this pattern every time a new version gets created.

Beside that the version app takes care to never use more that 50% of the users currently available free space. If the stored versions exceed this limit, ownCloud deletes the oldest versions until it meets the disk space limit again.

4.4 Using Server-to-Server Sharing

ownCloud 7 introduces a powerful new feature, server-to-server sharing. With just a few clicks you can easily access shares from other ownCloud 7 servers, link them to your account, and create your own shares. This feature enables you to:

- Selectively share files or directories.
- Combine two private clouds into a single public cloud.
- Eliminate the need to create user accounts on multiple ownCloud servers.
- View files in a Web browser or ownCloud client.

Note: Server-to-server sharing requires that both servers are running versions of ownCloud that support this feature; currently this is ownCloud 7.

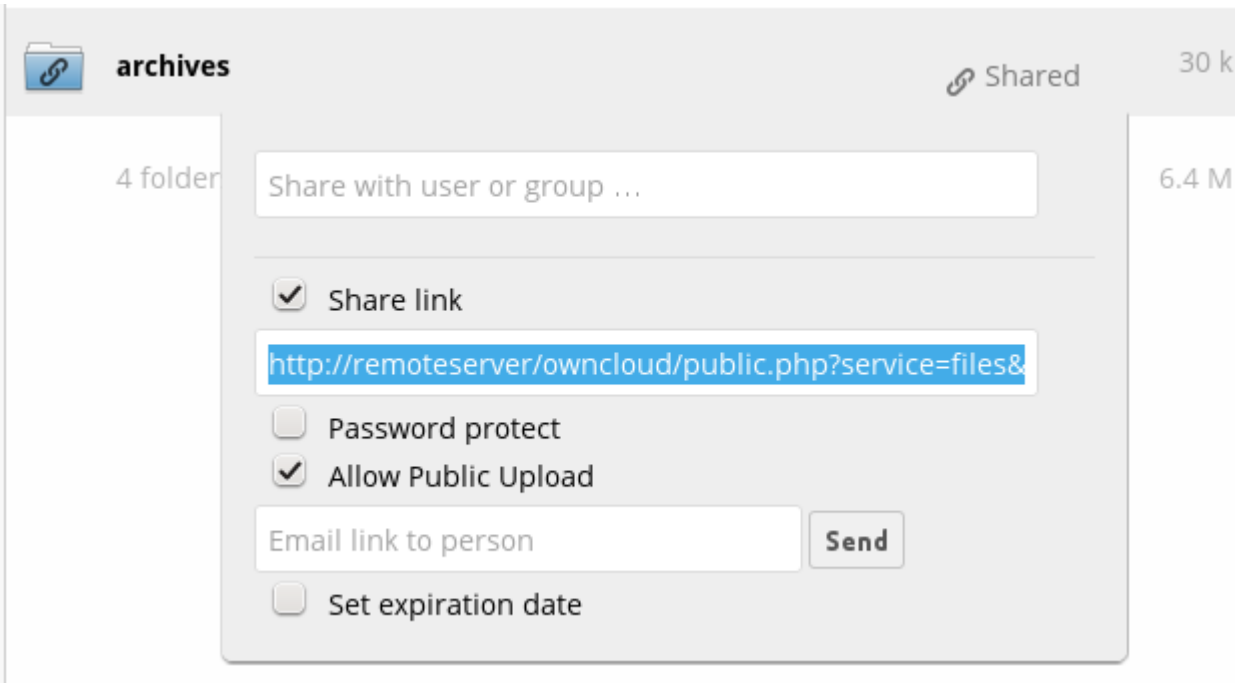
4.4.1 Creating a New Share

Server-to-server sharing is enabled on new or upgraded ownCloud 7 installations by default. (See "Configuring Server-to-Server Sharing" in the Administrators Manual.) Follow these steps to create a new share:

1. Go to your `Files` page and hover your cursor over the file or directory you want to share to expose your administration options. Check the `Share Link` checkbox to create the share, and to expose all of your sharing options.

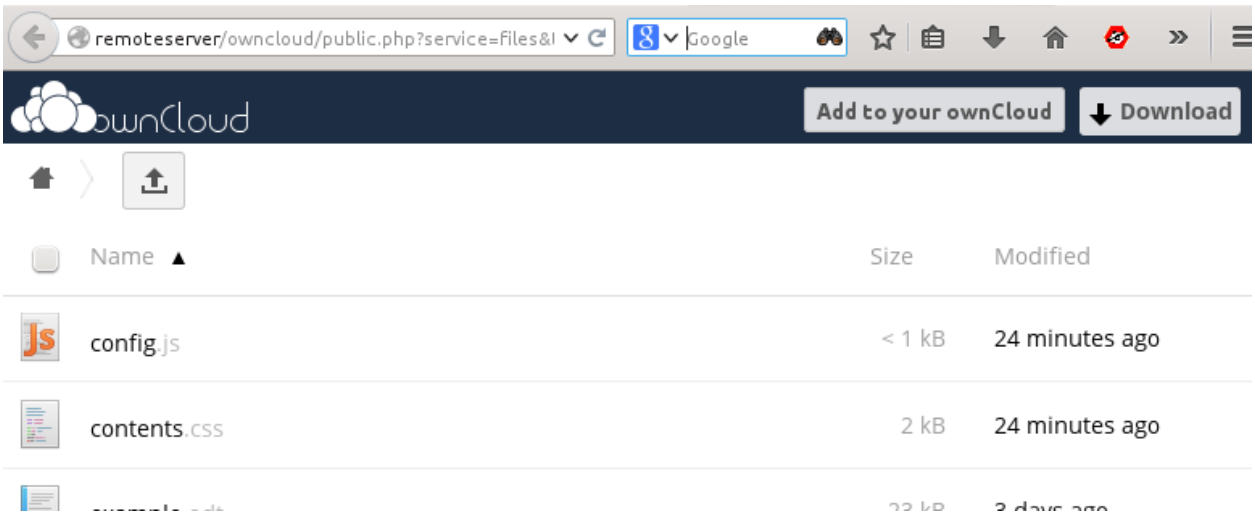
2. Set any options that you want to apply to your new share: send an email notification, add password protection, allow users to upload files to the share, or set an expiration date. If you check **Allow Public Upload** then other users can overwrite, rename and delete files in the share.

And that's all there is to it. Your new public share is labeled with a chain link. If you do not protect it with a password, it is visible to anyone who has the URL. (ownCloud server admins have the option of requiring users to set passwords on shares in `Admin > Sharing`.)



4.4.2 Connecting to a Remote Share

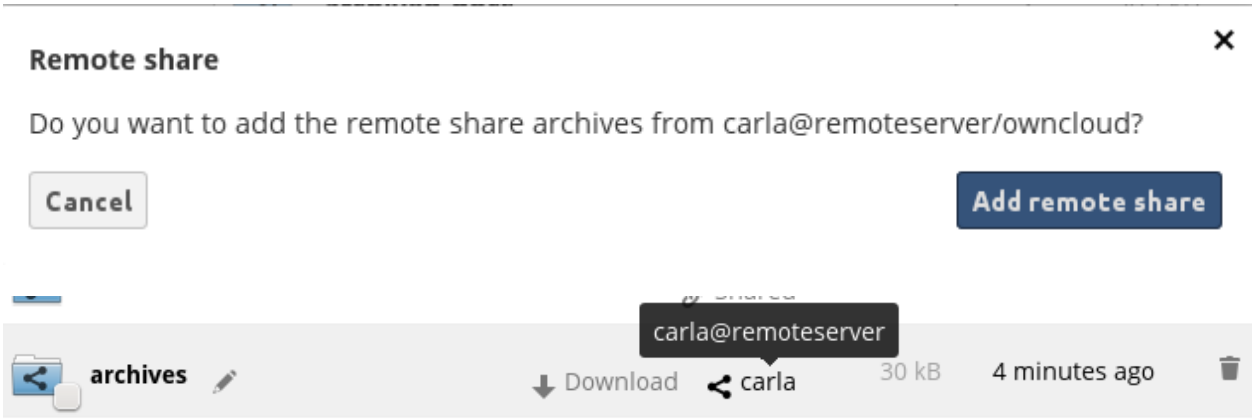
1. Open the share link in your Web browser.



2. Click the `Add to your ownCloud` button, and enter the URL of your ownCloud server. If you are not already logged in you will get a login window.

3. After logging in you will see a dialogue asking you `"Do you want to add the remote share [share name] from [remote server name]?"`

4. Click the `Add Remote Share` button, and enjoy your new share. It is marked with a share icon, and the name of the share's owner and originating server.



Remove your linked share anytime by clicking the trash can icon. This only unlinks the share, and does not delete any files.

4.5 Managing Deleted Files

ownCloud maintains a copy of deleted files in case you need them again. To ensure that individual users do not run out of memory, the Files app manages the total memory size of deleted files for each user. When it comes to managing deleted files, keep the following in mind:

- The total memory allocation for deleted files can never exceed more that 50% of the currently available free space for each user.
- Once the 50% maximum is reached for deleted files, ownCloud begins to delete files, starting with the oldest versions, until it reaches the memory usage limit again.

You can view all of the deleted files by clicking on the *Deleted files* button in Files app on the web interface.

4.5.1 Restoring Files

To restore a deleted file:

1. In the Files app, click the *Deleted files* button.

   The Files app shows all deleted files.

2. Hover the cursor over the file that you want to restore.

   Task options appear for the file.

3. Click the *Restore* button.

   The Files app restores the file to its original location on the server.

4.5.2 Deleting Files

To permanently delete a file:

1. In the Files app, click the *Deleted files* button.

   See the **Deleted files** image above.

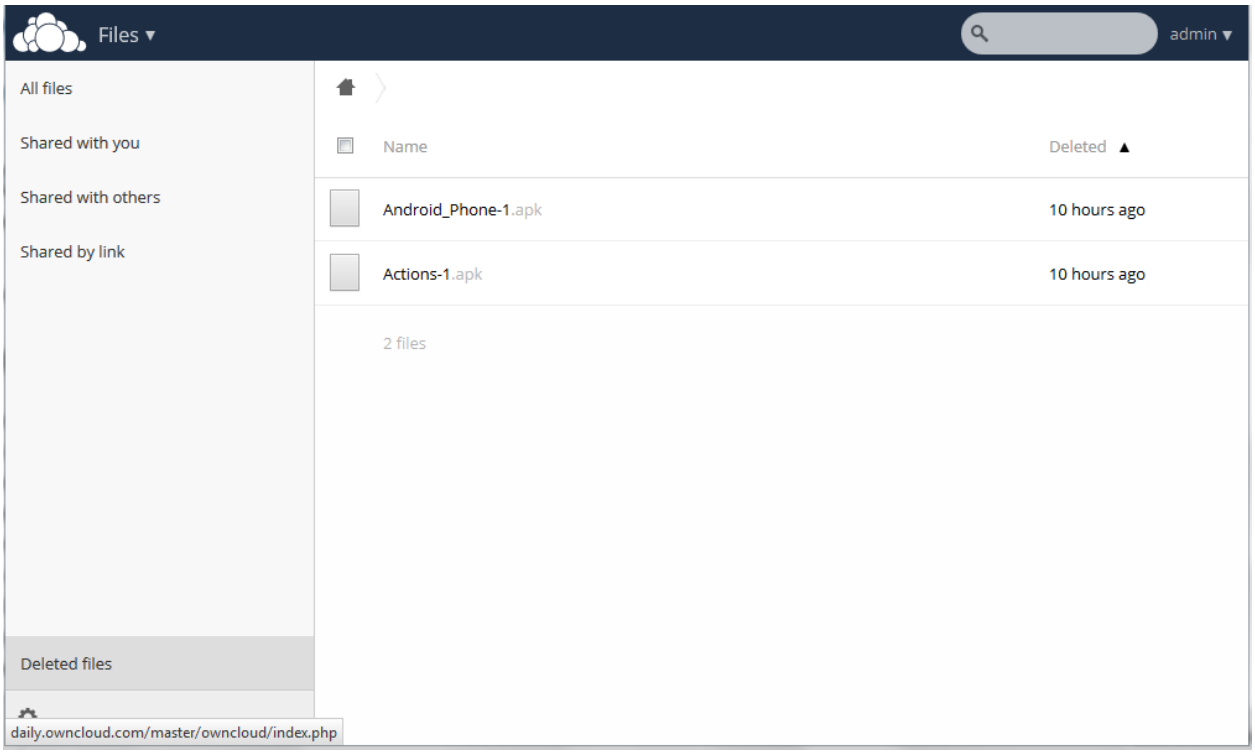


Figure 4.8: **Deleted files**

2. Hover the cursor over the file that you want to delete.

   Task options appear for the file.

3. Click the *Trash can* button.

   The Files app permanently removes the file from the server.

4.5.3 Modifying the Deleted File Age-Out Value

Each time a file is added to the deleted files directory, ownCloud checks the age of the deleted files. By default, deleted files remain in the deleted files directory for 180 days.

The administrator can adjust the age-out value in the config.php by setting the `trashbin_retention_obligation` value. Files with ages that exceed this value are deleted permanently.

4.6 Desktop Synchronization

For synchronizing files with your desktop computer, we recommend using the ownCloud Client for Windows, Mac OS X and Linux.

The ownCloud Desktop Client enables you to connect to your private ownCloud Server. You can create folders in your home directory, and keep the contents of those folders synced with your ownCloud server. Simply copy a file into the directory and the ownCloud desktop client does the rest. Make a change to the files on one computer, it will flow across the others using these desktop sync clients. Always have your latest files with you wherever you are.

Its usage is documented separately in the ownCloud Desktop Client Manual.

Furthermore, it is possible to synchronize your ownCloud calendar and your address book with a variety of different operating systems and devices. It is also possible to mount your ownCloud storage via WebDAV, which is also documented in the next chapters.

4.7 Encrypting Files

By default, ownCloud provides an Encryption app. This app enables encryption of all files stored in your ownCloud. Once enabled by the administrator, all of your files are encrypted automatically.

Encryption and decryption always occurs on the server side. This enables you to continue to use all other apps to view and edit data. However, **this method of encryption also means that the server administrator can intercept your data**. Server-side encryption is thus useful if you use *external storage*. It ensures that the external storage provider is not able to read your data.

Note: Once the Encryption app is enabled, your log-in password is required to decrypt and access your data. By default, your data will be lost if you cannot use your log-in password to retrieve it. If you want to protect yourself against password loss, store your log-in password in a secure place or enable the recovery-key feature as described below.

The current version of the Encryption app encrypts all files stored in ownCloud except the following:

- Old files in the trash bin (files that were deleted prior to the encryption app being enabled).
- Image thumbnails from the Gallery app.
- Previews from the Files app.
- The search index from the full text search app.

Note: Encryption keys are stored only on the ownCloud server, eliminating exposure of your data to third party storage providers. The encryption app does **not** protect your data if your ownCloud server is compromised. This would require client side encryption, which this app does not provide. Read this blog post for more details.

4.7.1 Settings

If the administrator enabled Encryption app, one or all of the following settings will be visible in your personal settings page.

Recovery Key Password

If the administrator enabled the recovery key feature, you can choose to use this feature for your account. If you enable "Password recovery" the administrator can read your data with a special password. This feature enables the administrator to recover your files in the event you lose your password. If the recovery key is not enabled, then there is no way to restore your files if you lose your login password.

Change Private Key Password

This option is only available if your log-in password, but not your encryption password, was changed by your administrator. This can occur if your ownCloud provider uses a external user back-end (for example, LDAP) and changed your login password using that back-end configuration. In this case, you can set your encryption password to your new

login password by providing your old and new login password. The Encryption app works only if your login password and your encryption password are identical.

4.8 Storage Quota

ownCloud enables you to specify a storage quota for users which is the **maximum space** a user is allowed to use for files located in their individual home storage.

Note: Quota settings **only apply to actual files**, not application metadata. Application metadata consumes an added 10% of space for any given user. When allocating quotas, you must ensure that there is at least 10% more space available for each user.

4.8.1 Checking Available Space

You can check available space by accessing the "Personal Settings" page. To access your personal settings:

1. Click the Personal Settings dropdown menu to the right of the Search field in the ownCloud Main User Interface.

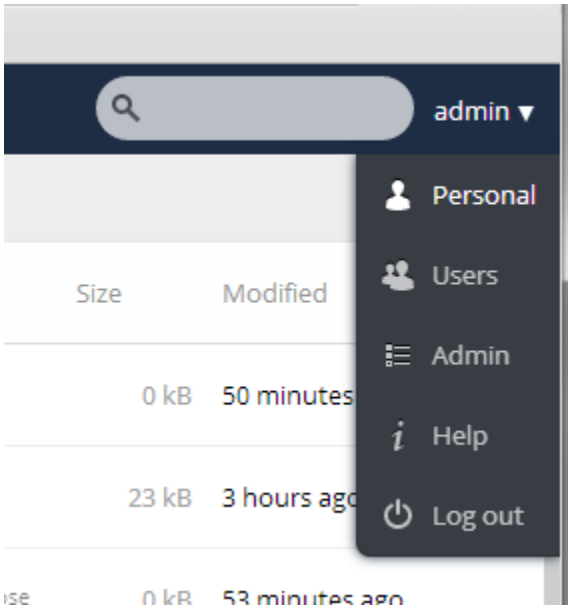


Figure 4.9: Personal Settings menu

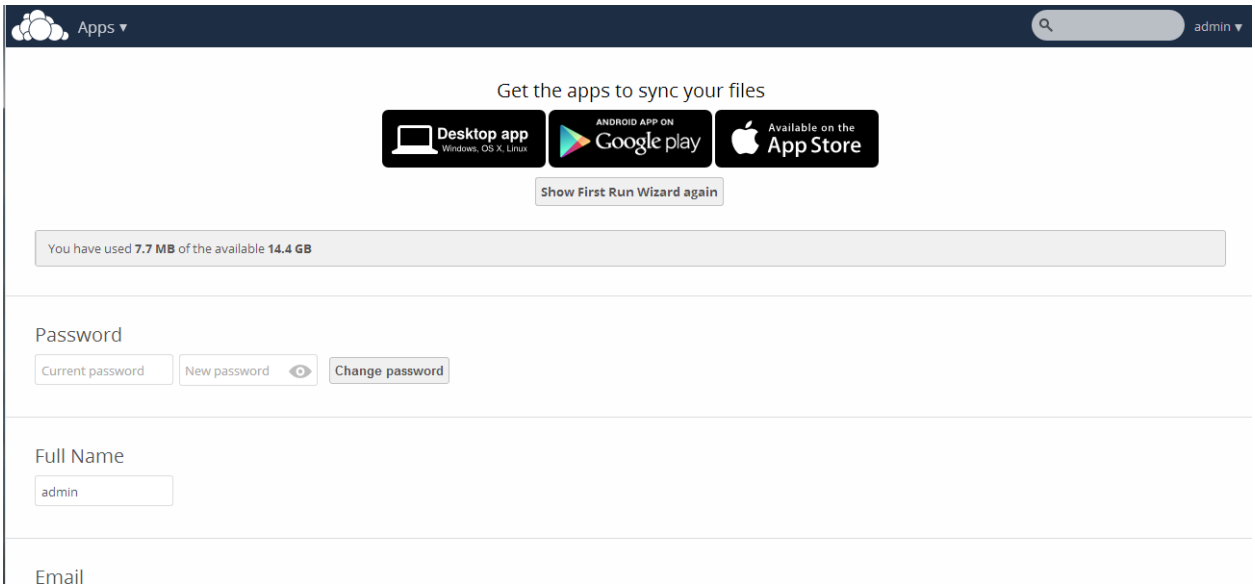
2. **Select "Personal" from the menu. The Personal Settings window opens.**

The available space of a given user is calculated using the following formula:

```
available_space = min(quota, disk_free_space) - used_space
```

`disk_free_space` is the space available on the partition on which the home storage for a user is located on the server.

Note: It is possible that the available space on a partition is less than the user quota.



Todo

??So what do we do in that case??

4.8.2 Available Space and Sharing

When sharing files or folders, the space that each file or folder (along with the folder contents) uses is counted in the quota for the user who is sharing the files or folders. For example:

Example: Available Space and Shared Files

If user 'A' shares a file with user 'B,' the size of the file is counted against the storage quota for user 'A', even if the file is modified or its size is increased by user 'B.' '

Example: Available Space and Shared Folders

If user 'A' shares a folder with user 'B,' the size of the folder (along with its contents) is counted against the storage quota for user 'A.' This means that any file that is modified or uploaded by user 'B' inside of the shared folder counts against the storage quota for user 'A.'

Resharing

When resharing a file or a directory, the used space is still counted in the quota of the owner who shared it initially.

Public sharing with upload permission

If user A publicly shares (share with link) a directory D and enables the "public upload" permission, people with the link will be able to upload files into D and their sizes will be counted in user A's used space.

4.8.3 Excluded from quota

Metadata and cache

Application metadata and cached information are excluded from the total used space.

Such data could be thumbnails (icon previews, pictures app), temporary files, encryption keys, etc.

Some apps are also storing information directly in the database (not as files) like the *calendar* and *contacts* apps. This data is also excluded from the total used space.

Deleted Files

When deleting files, these are moved/copied to the *trashbin* at first. These files do not count in the user's used space.

For example with a quota of 10 GB, if the user has 4 GB used space and 5 GB in the trashbin, they will still see 6 GB free space. If the user uploads 6 GB of files at this point, the *trashbin app* will discard deleted files when necessary to make room for the new files.

Version Control

The size of older file versions does not count in the used space.

For example with a quota of 10 GB, if the user has 4 GB used space and 5 GB of older file versions, they will still see 6 GB free space. If the user uploads 6 GB of files at this point, the *versions app* will discard older versions when necessary to make room for the new files.

See *Version Control* for details about the version expiration behavior.

Encryption

When files are *encrypted*, they take slightly more physical space than the original files. Only the original size will be counted in the used space.

External storage

When mounting external storage, either as administrator or as user, the space available on that storage is not taken into account for the user's quota. It is currently not possible to set a quota for external storage.

4.9 Managing Big Files

There are a few default configuration settings that you will want to change to enable ownCloud to operate more effectively as a self-hosted file sync and share server.

When uploading through the web client, ownCloud is governed by PHP and Apache. By default, PHP is configured for only 2 megabyte uploads. As this default upload limit is not entirely useful, we recommend that you increase the ownCloud variables to the sizes you want to support on your server.

Modifying certain ownCloud variables requires administrative access. If you require larger upload limits than have been provided by the default (or already set by your administrator):

- Contact your administrator to request an increase in these variables
- Refer to the section in the Admin Documentation that describes how to configure for big files.

CHAPTER

FIVE

CONTACTS & CALENDAR

5.1 Using the Contacts App

The ownCloud Contacts app is similar to other mobile contact applications, but with more functionality. When you first access the Contacts app, a default address book becomes available.

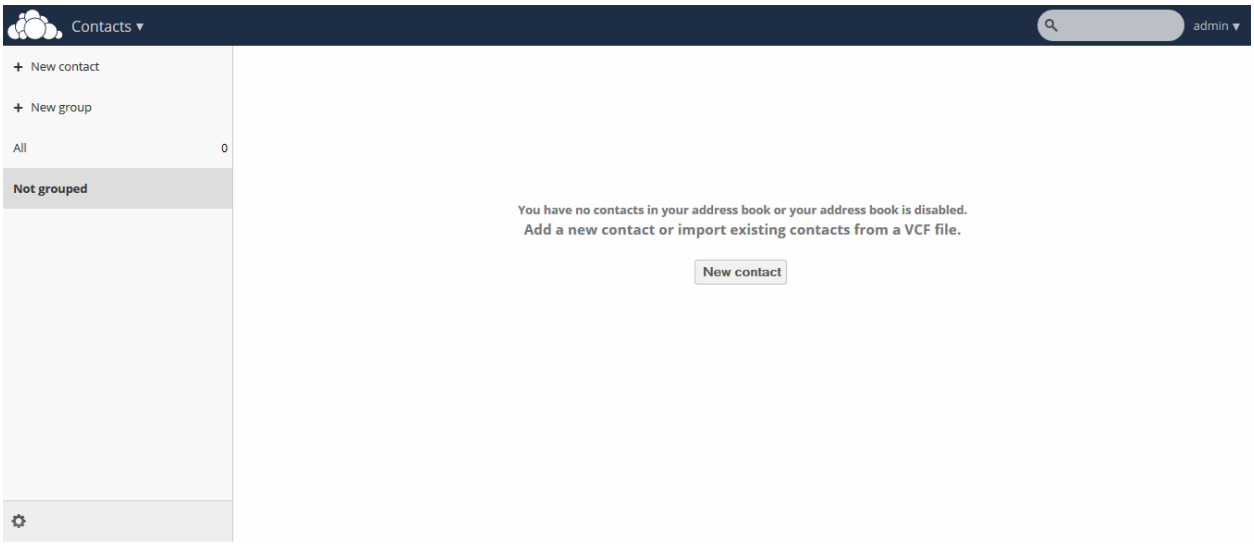

Contacts
admin
+ New contact
+ New group
All 0
Not grouped
You have no contacts in your address book or your address book is disabled.
Add a new contact or import existing contacts from a VCF file.
New contact

Figure 5.1: **Contacts app (empty)**

In the Apps Information field for the Contacts app, you can choose to create a new contact or a new group. This field also enables you to filter your contacts based on grouped or ungrouped contacts.

5.1.1 Adding Contacts

You can add contacts using one of the following methods:

- Import contacts using a Variant Call Format (VCF) file
- Add contacts manually

Importing Contacts

The fastest way to add contacts is through the use of a Variant Call Format (VCF) file.

To import contacts using a VCF file:

1. At the bottom of the Contacts app information field, locate the gear button.

Figure 5.2: **Contact settings gear button**

2. Click the gear button. The Contacts app upload field opens.

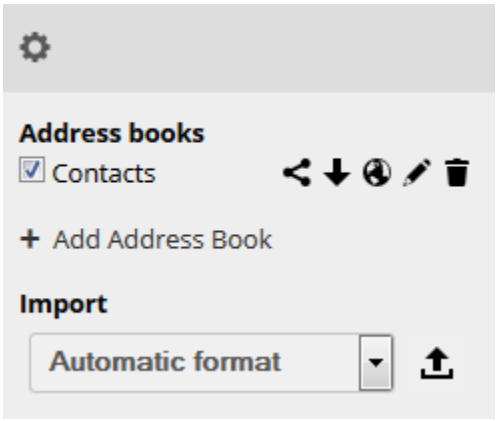


Figure 5.3: **Contacts app upload field**

3. Choose an address book to which you want to import contacts by clicking the checkbox next to the address book.
4. Select one of the options from the Import pulldown menu. These options include the following:
   - Automatic format – Any VCF file. ownCloud determines the file format and imports accordingly.
   - Gmail CSV – The comma-separated values file from your Gmail account.
   - Outlook CSV – The comma-separated values file from your Outlook account.
   - Thunderbird CSV – The comma-separated values file from your Thunderbird account.
   - Yahoo CSV – The comma-separated values file from your Yahoo account.
   - PHPLdapAdmin Idif Export – The export record from your LDAP configuration.
   - Gmail VCard – The VCard files from your Gmail account.
   - Standard VCard – The VCard files from your Standard account.
   - Yahoo VCard – The VCard files from your Yahoo account.
5. Click the upload arrow to the right of the import option that you select.

   An Upload File window opens.
6. Navigate to the appropriate file on your system and select it for upload.

Note: You can upload files individually or, by selecting multiple files using the CTRL button and selecting them, you can upload multiple files at one time.

---

7. Once you have selected the appropriate files, click the *Open'* button.

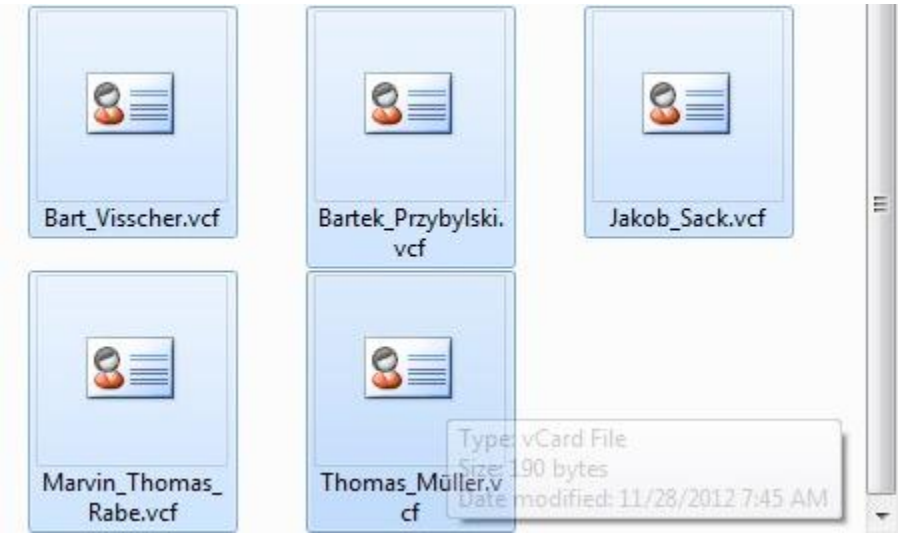


Figure 5.4: **Selecting VCF files**
The interface automatically places your contacts into ownCloud.

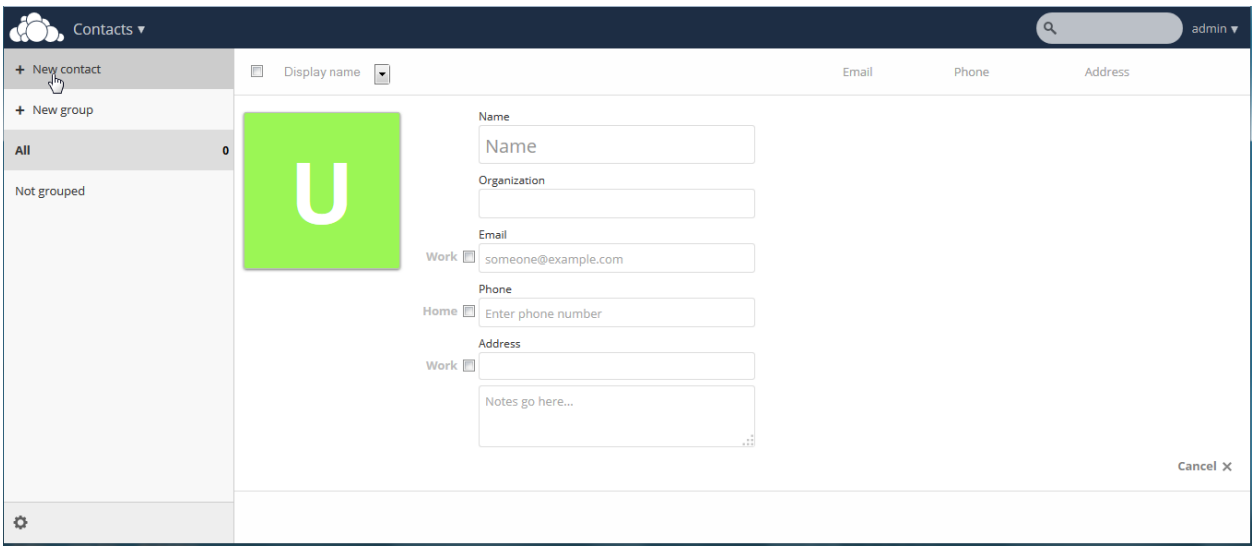
Creating Contacts Manually

The Contacts app enables you to create contacts manually.

To create a new contact:

1. Click the `+New contact` option in the Contacts information field.

   An empty new contact configuration opens in the Application View field.



2. Specify the new contact information as follows:

- Name – The name of the contact. This field provides the option of specifying added information for the user by clicking the pen button to the right of the Name field.
- Organization – The organization for the contact.
- Email – The email address for the contact. This field defaults to the work email address for the contact. However, you can specify a different email designation by clicking the `Work` designation to the left of the email field.
- Phone – The phone number for the contact. This field defaults to the home phone number for the contact. However, you can specify a different phone designation by clicking the `Home` designation to the left of the phone field.
- Address – The address for the contact. This field defaults to the work address for the contact. However, you can specify a different address designation by clicking the `Work` designation to the left of the address field.
- Notes – Any notes you want to add about the contact.

Note: The Email, Phone, and Address fields provide the option of specifying a contact method as "preferred."

Editing Contact Information

The Contacts app enables you to edit or remove contact information.

To edit contact information:

1. Navigate to the specific contact that you want to modify.
2. Select the information in the field that you want to edit.
3. Make your modifications.

   Changes that you make to any contact information are implemented immediately.

Removing Contact Information

The Contacts app enables you to remove contact information.

To remove contact information:

1. Navigate to the specific contact that you want to modify.
2. Locate the contact information field that you want to remove.
3. Click the trash bin to the right of the contact information.

   Changes that you make to any contact information are implemented immediately.

Defining a Contact Avatar

By default, new contacts receive a letter avatar (picture) of "U" (for "User").

When you specify the name of a contact, the avatar reflects the name by adopting the first letter of the name you provide. For example, if you were to specify the name of "Frederick," the avatar would dynamically change to "F" for that contact. If you provide multiple contacts with the same name, or with names that start with the same first letter, the avatar uses the same letter but changes color to indicate the difference.

Figure 5.5: **Contact picture (default)**

Figure 5.6: **Contact picture (dynamic change)**

Customizing an Avatar

In addition to dynamically altering the avatar for each contact, the Contacts app enables you to customize the avatar. You can specify an avatar in one of the two following ways:

- Upload new image – By selecting this option, ownCloud opens a File Upload window. You can choose a new image by navigating to the image, selecting it, and clicking `Open`.
- Select image from Files – By selecting this option, ownCloud opens the Files dialog on the ownCloud server. You can choose an image by navigating to the image in the ownCloud directory, selecting it, and clicking `Choose`.

Cropping an Avatar Image

After you have selected an image for your contact, the Contacts app enables you to crop the picture.

To crop the image:

1. Move the image crop box to the desired location and resize the box any way you like.
2. Click `Crop Picture` in the crop image dialog box.

   The Contacts app crops the image and replaces whatever image was originally used for the contact.

5.1.2 Managing Address Books

Clicking on the settings (gear) button at the bottom of the Apps Information field provides access to the Contact app settings. This field shows all available address books, certain options for each address book, and enables you to create

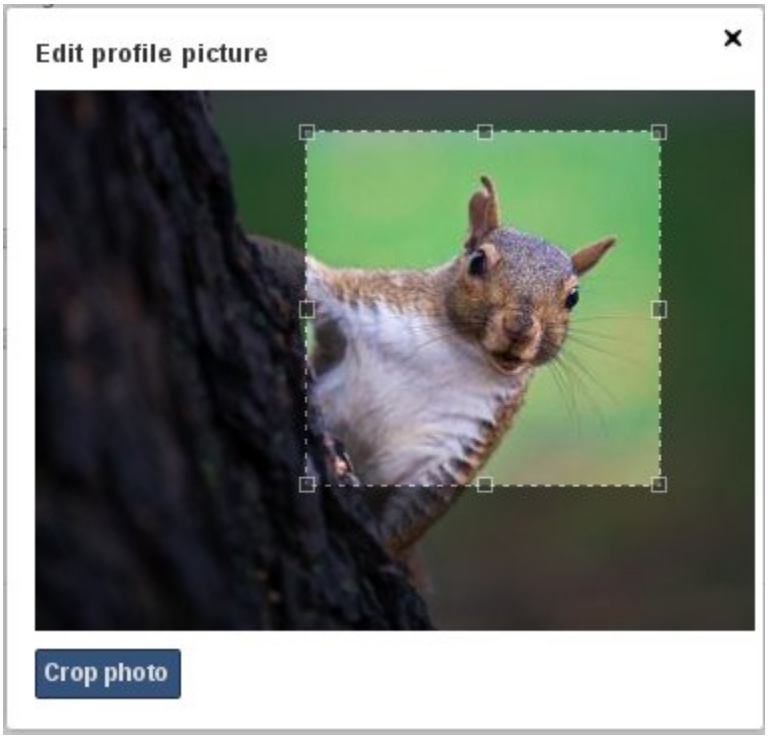


Figure 5.7: **Cropping contact image**

new address books.

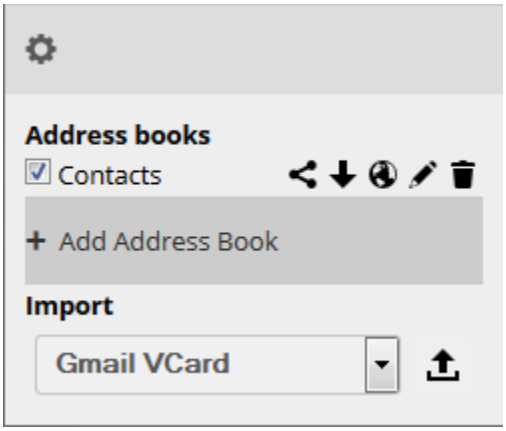


Figure 5.8: **Contacts settings**

The Contacts settings enables you to share, export, edit, and delete address books.

Note: Hover your cursor over each icon to see a brief pop-up description.

5.1.3 Adding an Address Book

To add an address book:

1. Click the `+ Add Address Book` option in the Contacts settings field.

   A field opens requesting you to enter a display name for the new address book.

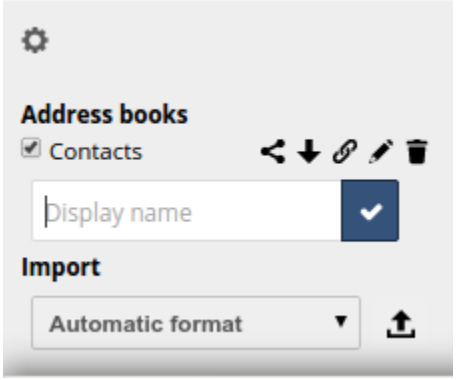


Figure 5.9: **Adding an address book**

2. Specify a display name for the address book.
3. Click the checkbox icon to create the new address book.

5.1.4 Synchronizing Address Books

One of the most important features in any contact application is the ability to keep it in sync. The ownCloud Contacts app enables you to sync your address books to external devices that use the Android or Apple iOS operating systems.

Synchronizing With Android

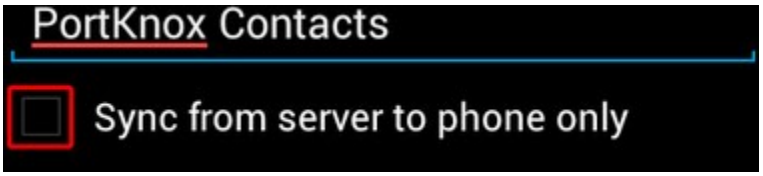
To synchronize with an Android device:

1. Install CardDAV- Sync free from the Google play store by visiting this link. This app supports auto-configuration.

   Note: Following the installing, visit carddavs://example.org/remote.php/carddav/ to auto-configure the app.

   ---

3. Enter your login details.
4. After the app has checked your login details, select the `Sync from server to phone only` option.



Synchronizing With Apple iOS

To synchronize with an Apple iOS device:

1. Open the settings application.

2. Select Mail > Contacts > Calendars.
3. Select `Add Account`.
4. Select `other` as the account type.
5. Select `Add CardDAV account`.
6. For `server`, enter http://example.org/remote.php/carddav/principals/username
7. Specify your username and password.
8. Select Next.
9. If your server does not support SSL, a warning is displayed. Select `Continue`.
10. If the iPhone is unable to verify the account information, perform the following:
    1. Click `OK`.
    2. Select `advanced settings`.
    3. Make sure `Use SSL` is set to "OFF".
    4. Change the port to `80`.
    5. Return to "account information" and click `Save`.

    Your contacts appear in the address book of your iPhone.

Using Other Synchronization Options

ownCloud provides the following alternative synchronization options:

- For Android devices, you can use an official Android app. You can find this app here.
- For iOS (iPhone and iPad) devices, you can use their official app. You can find this app here.

5.1.5 Troubleshooting

Are you having problems using the app? Have a look at the *Troubleshooting* guide.

5.2 Using the Calendar App

The ownCloud Calendar app enables you to create and edit events, synchronize to other calendars you might use, and create new, personalized calendars.

By default, when you access the Calendar app for the first time, you get a "Personal" calendar that you can use or modify as you like.

The Calendar app contains the following fields and controls:

- Calendar Date Field – Provides the current date or enables you to select a date that you want to view.
- Calendar View Options – Enables you to choose between a day, week, or month view for the main Calendar app window. Also provides a quick jump button to access the current day (Today).
- Calendar Selection – Enables you to choose the calendar that you want to view.
- Calendar Controls – Provides controls for each individual calendar. These controls include sharing, obtaining an external URL link to the calendar, an export function, an edit function, and a delete (trash) button.

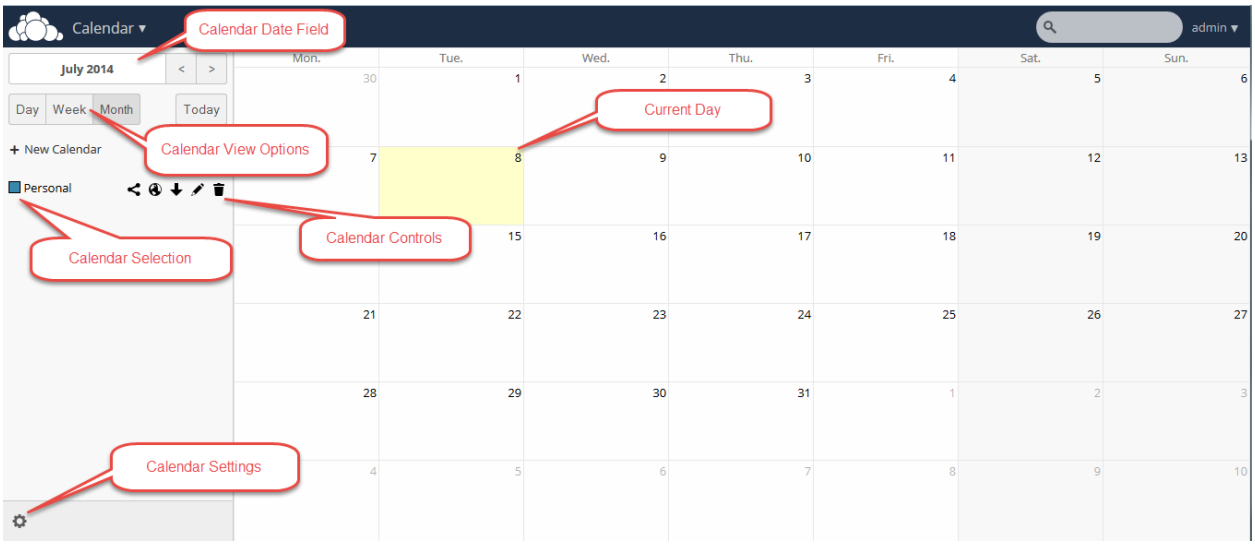


Figure 5.10: **Calendar app (default)**

- Calendar Settings – Provides access to the calendar-specific settings. These settings include the calendar time-zone selection, time format selection, week start day, cache setting, primary CalDAV address, and iOS/OS X CalDAV address settings.

5.2.1 Creating a New Calendar

The ownCloud Calendar app enables you to create new calendars for work or other activities that you want to keep separated. You can manage each calendar separately.

To create a new calendar:

1. Access the Calendar app.
2. Click the `+ New Calendar` field.

   A dialog opens to enable you to create a new calendar.
3. Specify a name for the new calendar.
4. (Optional) Specify a color for the new calendar.
5. Click the blue checkbox.

   The Calendar app creates a new calendar using the name and color specified.

5.2.2 Managing Calendar Settings

The Calendar app settings provides global configuration that applies to all calendars that you have created in the Calendar app.

In the Calendar app settings, you can modify the following:

- Timezone – Provides an alphabetical listing of all available countries categorized by continent.
- Time format – Provides the option of using 24 hour or 12 hour time format.

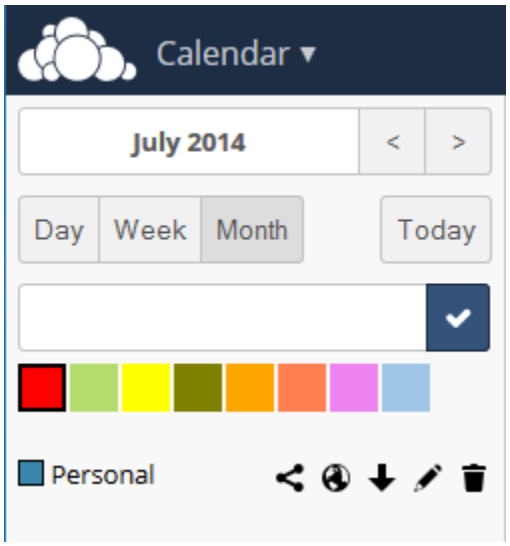


Figure 5.11: **New calendar**

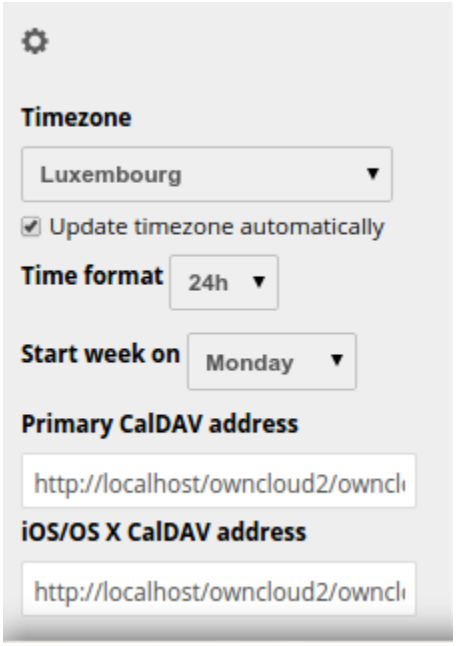


Figure 5.12: **Calendar app settings**

- Start day – Provides the option of starting the calendar week on Monday, Sunday, or Saturday.
- Primary CalDAV address – Provides the primary CalDAV link URL.
- iOS/OS X CalDAV address – Provides the iOS/OS X CalDAV link URL.

5.2.3 Synchronizing Calendars Using CalDAV

Calendaring Extensions to WebDAV, referred to as *CalDAV*, enables clients to access scheduling information on remote servers. As an extension to WebDAV, CalDAV (defined by RFC 4791) uses the iCalendar format to manage calendar data. CalDAV enables multiple clients to access the same information for use in cooperative planning and information sharing.

The Calendar app provides both the Primary CalDAV address and the iOS/OSX CalDAV address. Using these addresses, you can use CalDAV-compatible programs (for example, Kontact, Evolution, or Thunderbird) using the address provided.

To better understand the URL creation, consider the following examples:

Let's assume you access your ownCloud web interface using the following address:

```
http://ADDRESS
```

To access your ownCloud calendars using CalDAV-compatible programs like Kontact, Evolution, or Thunderbird, you would use the following URL:

```
http://ADDRESS/remote.php/caldav
```

To access your ownCloud calendars using Apple iCal you would use the following URL, making sure to include the final slash:

```
http://ADDRESS/remote.php/caldav/principals/username/
```

To access your ownCloud calendars using Mozilla Lightning you would use the following URL:

```
https://ADDRESS/remote.php/caldav/calendars/USERNAME/CALENDARNAME
```

The following is an example showing the completed URL where the calendar name is `defaultcalendar` and the username is `test`:

```
https://localhost/owncloud/remote.php/caldav/calendars/test/defaultcalendar
```

5.2.4 Creating Events

The Calendar app enables you to create new events.

To create a new event:

1. Click a date in the month view or a time in either the week or day views.

   The `Create a new event` dialog box opens.

2. Specify a title for the event.
3. Specify a date and time duration for the event.
4. (Optional) Provide advanced option details. These details can include the event location, the event category, and an event description.

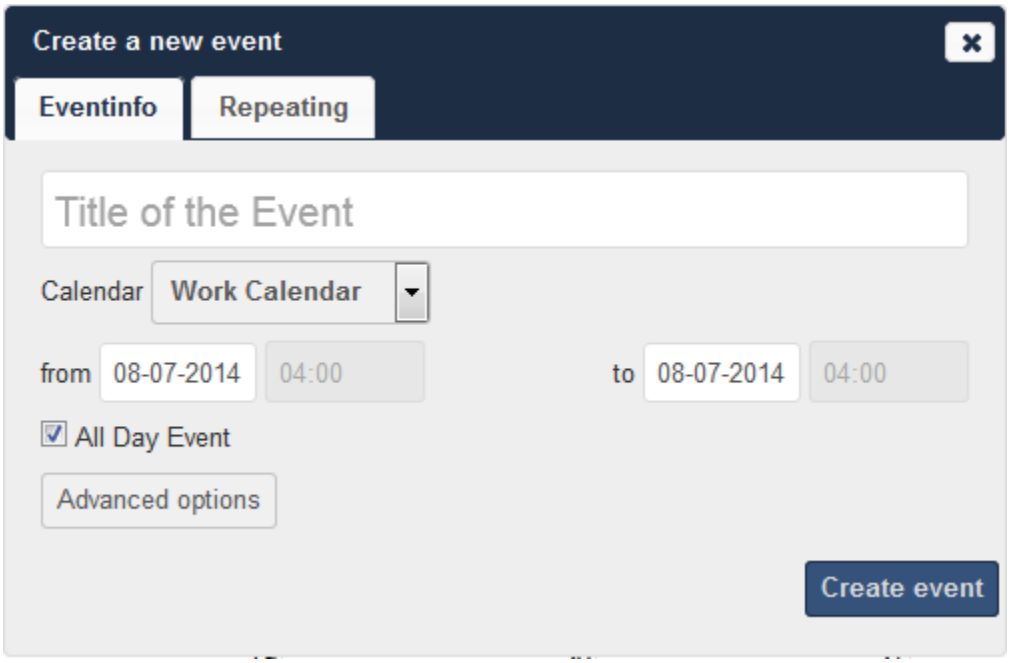


Figure 5.13: **Create a new event dialog box**

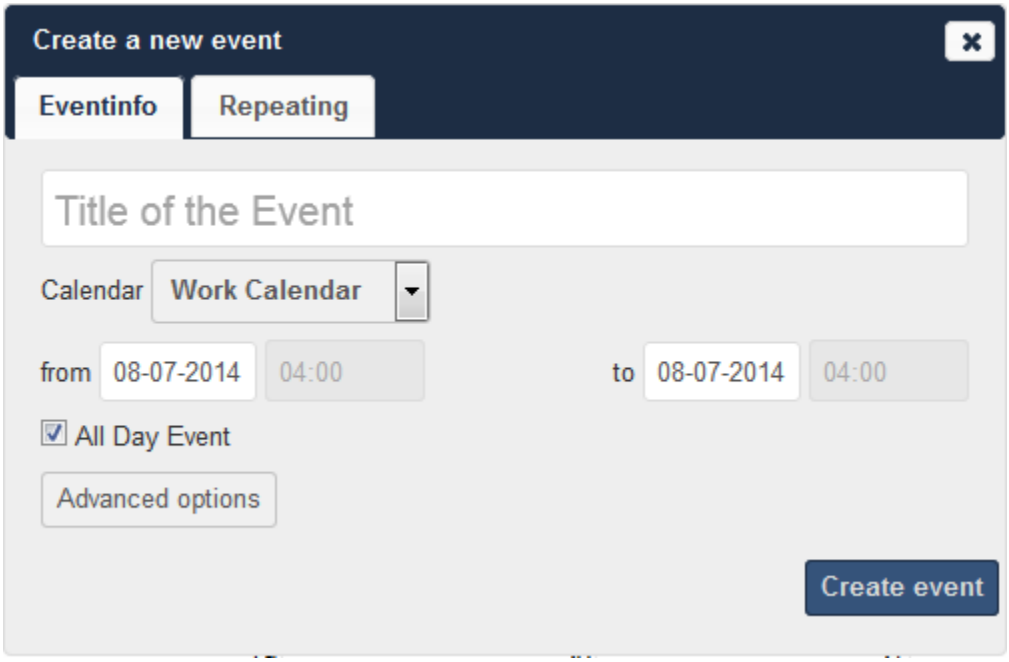


Figure 5.14: **Create a new event dialog box**

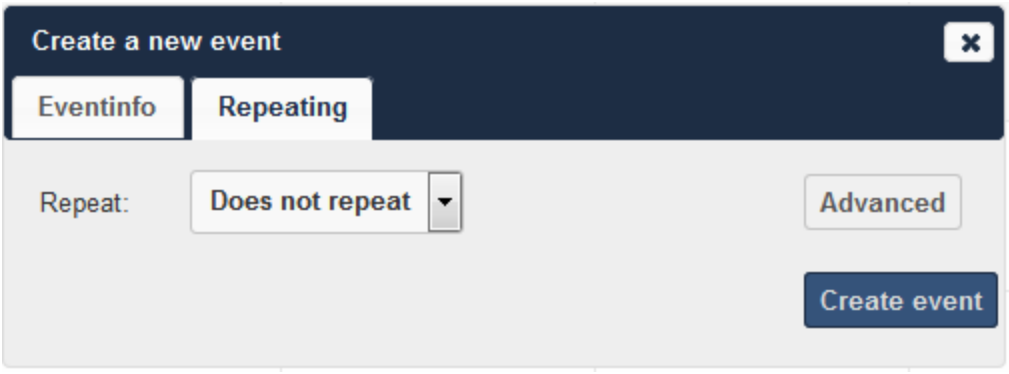


Figure 5.15: **Event Repeating tab**

5. (Optional) Click the Repeating tab to define any repeat settings for the event.

   The Repeating tab provides the option of not repeating the event(default) or repeating the event daily, weekly, every weekday, biweekly, monthly, or yearly. In addition, by selecting the `Advanced` button in the Repeating tab, each repeat option provides different levels of customization to better define your repeat requirements for the event.

   The following table helps to define the options for each repeat rule:

Repeat Rule	Options
Does not repeat	n/a
Daily	Interval - Interval at which the event is repeated End - never, by occurrences, by date
Weekly	Select weekdays - Weekday(s) on which the event is repeated Interval - Interval at which the event is repeated End - never, by occurrences, by date
Every Week-day	Interval - Interval at which the event is repeated End - never, by occurrences, by date
Bi-Weekly	Interval - Interval at which the event is repeated End - never, by occurrences, by date
Monthly	Day choice – by monthday or by weekday Events week of month - Weekday selection only; week of month on which event occurs Select weekdays - Weekday(s) on which the event is repeated Interval - Interval at which the event is repeated End - never, by occurrences, by date
Yearly	Date option - by event's date, by year days, by week number, by day and month Interval - Interval at which the event is repeated End - never, by occurrences, by date

Note: If you choose all days (Monday through Friday) in the weekview menu, the repeating option automatically sets the repeat rule to "every weekday." If you can divide the interval of the weekview by two, the repeating option automatically sets the repeat rule to "Bi-Weekly".

5.2.5 Sharing Events

Once an event has been saved, a new tab appears for the event that enables you to share it.

The options available in the Share tab include the following:

- `Share with user or group` field – Enables you to specify users or groups with whom you want to share the event.

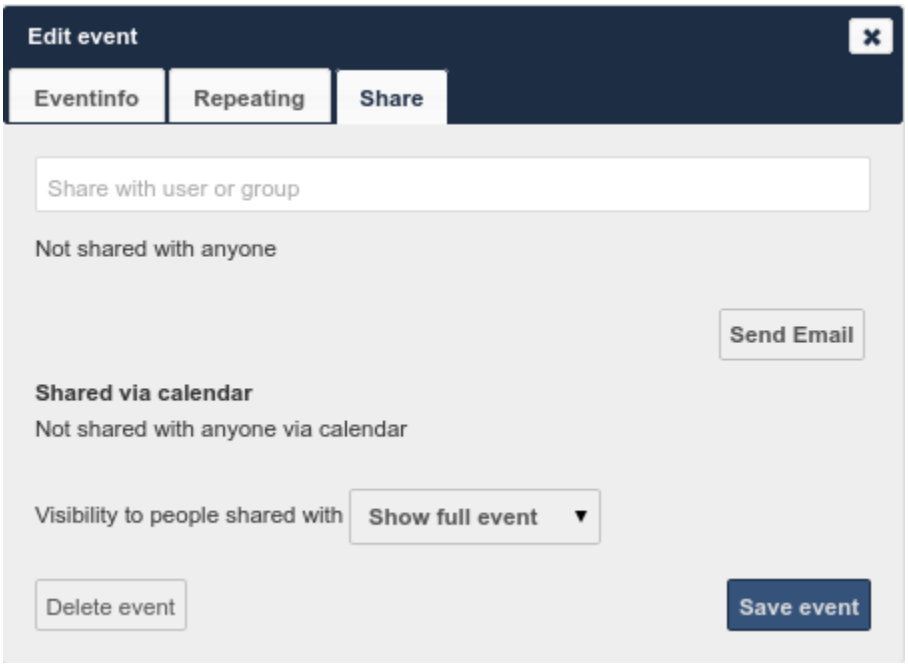


Figure 5.16: **Event Share tab**

- Share visibility pulldown menu – Enables you to specify the level of information that is shared. The possible levels include:
  - Show full event – Displays full event details to those with whom the event is shared.
  - Show only busy – Displays only that you are busy during this event; no event details are provided.
  - Hide event – Hides the event from the users or groups specified.

To share an event:

1. Specify the users or groups with whom you want to share (or hide) the event.
2. Define the level of visibility that you want the users or groups to have.
3. (Optional) Click the `Send Email` button to share the event details using an email.
4. Click the `Save event` button to save your changes.

   The Calendar app saves and closes the event window.

5.2.6 Exporting and Importing Events

The Calendar app enables you to export and import event or entire calendars to or from other calendars.

Exporting Events and Calendar

You can export either a single event or an entire calendar. If you want to export a single event, click on the event, select "Advanced" and press the "Export Event" button in the bottom left corner. If you want to export an entire calendar, use the icon next to the calendar name as shown in the figure below:

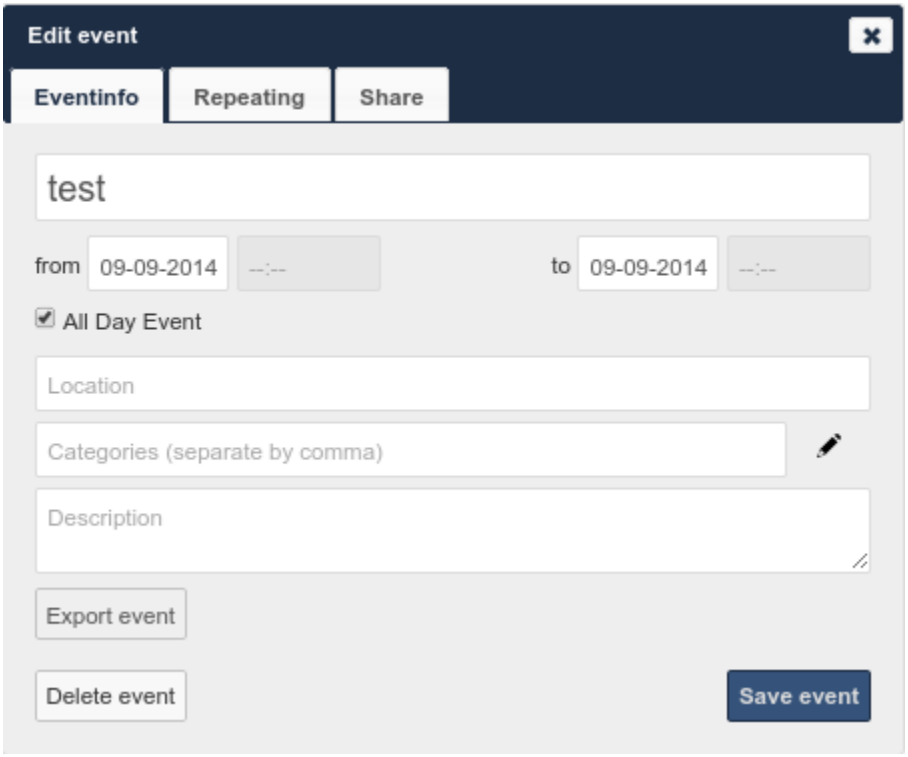


Figure 5.17: **Exporting an event**

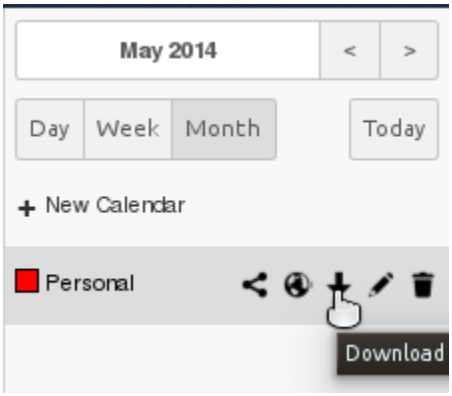


Figure 5.18: **Exporting calendar**

Importing Events

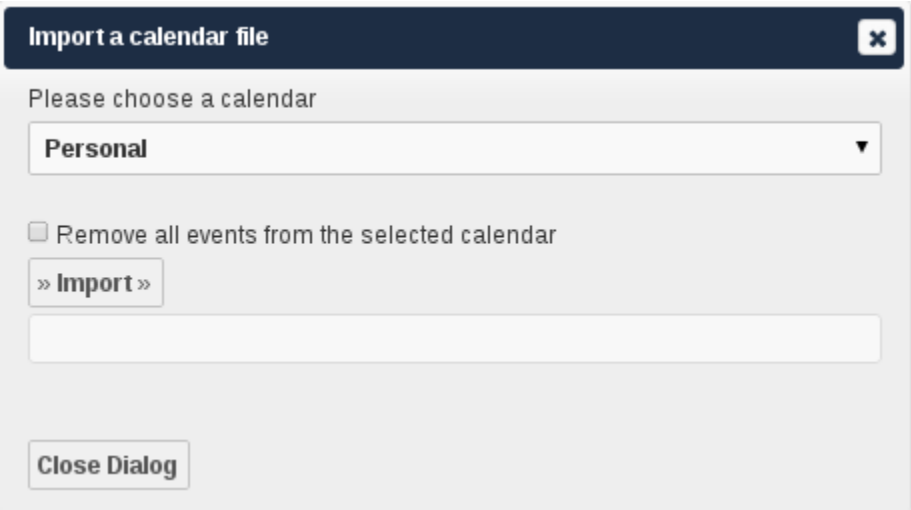


Figure 5.19: **Importing events**

You can import your calendar as an iCal file using the Files app. The Calendar app enables you to import the calendar into a new calendar or into an already existing calendar.

To import your calendar, click the calendar file to open the import dialog.

Note: If the progress bar does not work properly, the folder `apps/calendar/import_tmp/` might not have write permission.

5.2.7 Deleting an Event

The Calendar app enables you to delete any event that you create. To delete a calendar event:

1. Click the event in the Calendar app.

   The Edit event dialog box opens.

2. Click the `Delete event` button.

   The Calendar app deletes the event.

5.2.8 Calendar App FAQ

Question: Why does the Calendar app request my current location?

Answer: The calendar needs your current position to detect your timezone. Without the correct timezone, a time offset exists between the events in the ownCloud calendar and the desktop calendar to which you are synchronizing. You can also set the timezone manually in the personal settings.

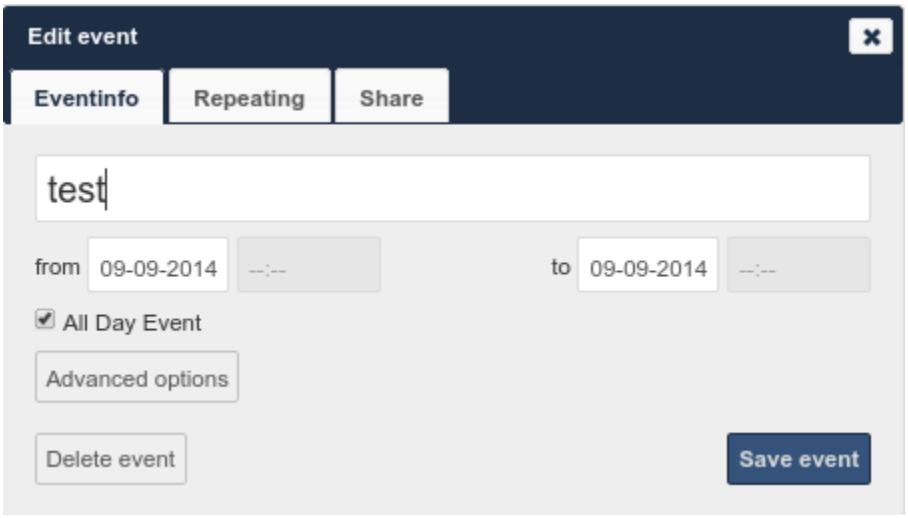


Figure 5.20: **Edit event dialog box**

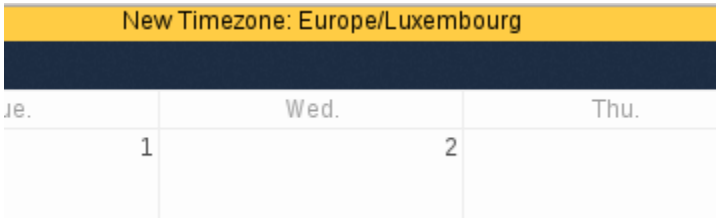


Figure 5.21: **Timezone set notification**

5.3 iOS - Synchronize iPhone/iPad

5.3.1 Calendar

1. Open the settings application.
2. Select Mail, Contacts, Calendars.
3. Select Add Account.
4. Select Other as account type.
5. Select Add CalDAV account.
6. For server, type `ADDRESS/remote.php/caldav/principals/username`
7. Enter your user name and password.
8. Select Next.
9. If your server does not support SSL, a warning will be displayed. Select Continue.
10. If the iPhone is unable to verify the account information perform the following steps:
    - Select OK.
    - Select advanced settings.
    - Make sure Use SSL is set to OFF.
    - Change port to 80.
    - Go back to account information and hit Save.

Your calendar will now be visible in the Calendar application

5.3.2 Address book

1. Open the settings application.
2. Select Mail, Contacts, Calendars.
3. Select Add Account.
4. Select Other as account type.
5. Select Add CardDAV account.
6. For server, type `ADDRESS/remote.php/carddav/principals/username`
7. Enter your user name and password.
8. Select Next.
9. If your server does not support SSL, a warning will be displayed. Select Continue.
10. If the iPhone is unable to verify the account information perform the following:
    - Select OK.
    - Select advanced settings.
    - Make sure Use SSL is set to OFF.
    - Change port to 80.
    - Go back to account information and hit Save.

Now should now find your contacts in the address book of your iPhone. If it's still not working, have a look at the *Troubleshooting* guide.

5.4 Synchronizing with OS X

To use ownCloud with iCal you will need to use the following URL:

```
http://ADDRESS/remote.php/caldav/principals/username/
```

The setup is basically the same as with iOS using the path **ADDRESS/remote.php/caldav/principals/username/** to sync with ownCloud. For OS X 10.7 Lion and 10.8 Mountain Lion everything works fine, but OS X 10.6 (Snow Leopard) and older needs some fiddling to work. A user contributed the following:

1. Make sure, addressbook is not running. If it is, select the windows and press Command + Q to terminate it.
2. Navigate to **/Users/YOUR_USERNAME/Library/Application Support/AddressBook/Sources**. If you have all ready some kind of addressbook setup, it is likely you will see some folders named like this **BEA92826-FBF3-4E53-B5C6-ED7C2B454430**. Note down what folders there are now and leave the window open.
3. Open addressbook and try to add a new CardDav addressbook. At this point, it does not matter what information you enter. It will come up with the same error message you mentioned before when you click "Create". Ignore it and click "Create" again. A non-functional addressbook will be added.
4. Close addressbook again using Command + Q
5. Go back to the folder window from step 2. You will now see a newly created folder with another long string as its name.
6. Navigate to the newly created folder and edit the **Configuration.plist** with your favorite text editor.
7. Search for a section looking like this:

   ```
   <key>servername</key> <string>http://:0(null)</string> <key>username</key> <string>Whatever_you_
   ```

8. Make it look like this. Please note that the :80 after **YOUR_DOMAIN** is important:

   ```
   <key>servername</key <string>http://YOUR_DOMAIN:80/owncloud/remote.php/carddav/principals/userna
   ```

9. Save the file and open addressbook again. It will not work yet.
10. Open the preferences for your ownCloud CardDAV-Account and enter your password.
11. You may have to restart addressbook once more. After this, it should work.

If it's still not working, have a look at the *Troubleshooting* guide.

There is also an easy HOWTO in the forum.

5.5 Thunderbird - Synchronize Addressbook

5.5.1 Addressbook

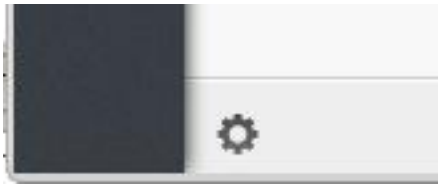
As someone who is new to ownCloud, New to SoGo Connector, and new to Thunderbird Addressbook... here is what you need in excruciating pithy detail you need to make this work (for all the other lost souls out there):

1. Thunderbird for your OS unless it comes with your OS distribution (Linux)
2. Sogo Connector (latest release)

3. Lightning (a Thunderbird calendar add-on. At the time (Aug 14), syncing your contacts only works with this add-on installed.)

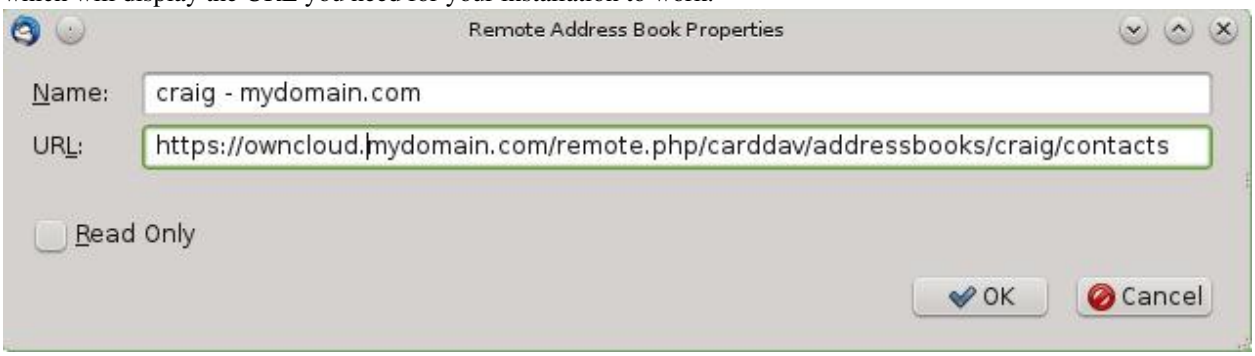
With an installed Thunderbird mailtool, an installed SoGo Connector, and an installed Lightning add-on:

1. Thunderbird Addressbook is in the Thunderbird "Tools" Menu
2. In the Thunderbird Addressbook application:
   - "File > New > **Remote Addressbook**" (SoGo Connector added this)
   - "**Name:**" is the name you want to give your Addressbook in the Thunderbird addressbook bar area
   - "**URL:**" is found in your ownCloud Contacts area, that little Gear symbol



in the -bottom left- of the Contacts View (same symbol as found in the -top right- in the Calendar view). Then look for a little impeller symbol

which will display the URL you need for your installation to work.

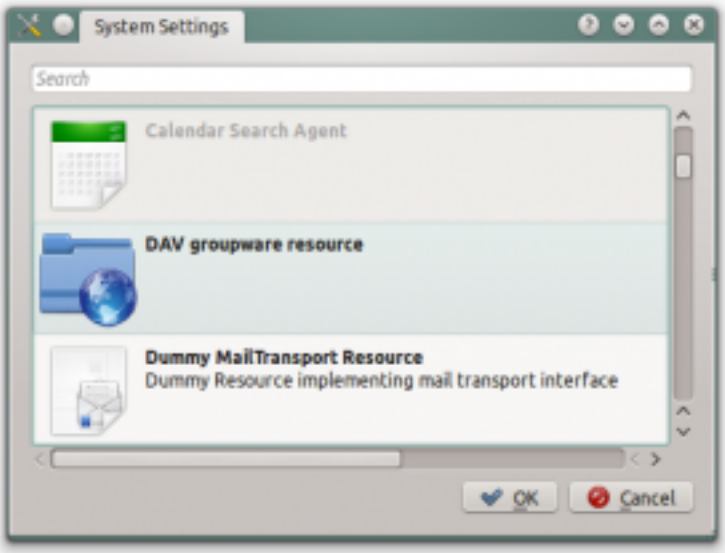


Once installed, synchronize (right click on your newly made remote address book and select "Synchronize"). You'll see your address book populate from ownCloud! Don't click "read only" above unless you don't want to modify your ownCloud server addressbook, like it contains a listing of corporate contacts and is shared with lots of people, and you don't want a new user dragging it somewhere unintended.

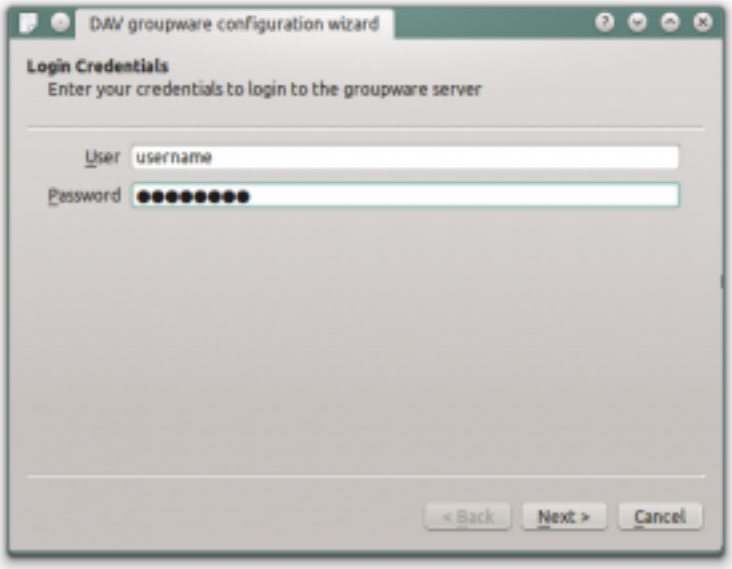
The rest of the details of dealing with Thunderbird addressbook are left to the reader... First thing I learned is dragging a contact to a different addressbook is a "move" operation. If you are worried about losing the contact, save it to a VCF file using ownCloud (Or LDIF using Thunderbird Addressbook) first! Like dragging from "ownCloud Addressbook" to "Personal Address Book" removes the contact from ownCloud Server (*deleting it from all the other synchronized installations*) and puts it in your Local Machine -only- Address Book. So be careful or you'll have unintended consequences where you might have intended a "copy" operation.

Contact *Pictures* are also sync'ed!

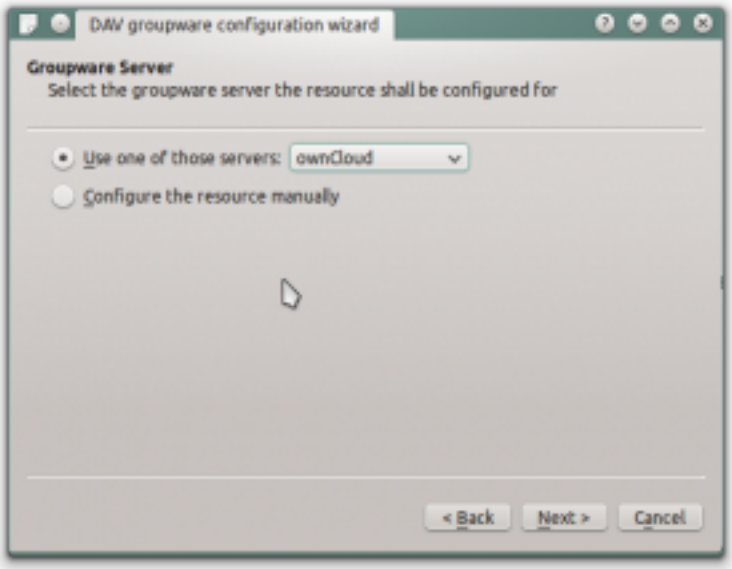
5.6 Synchronizing with KDE SC



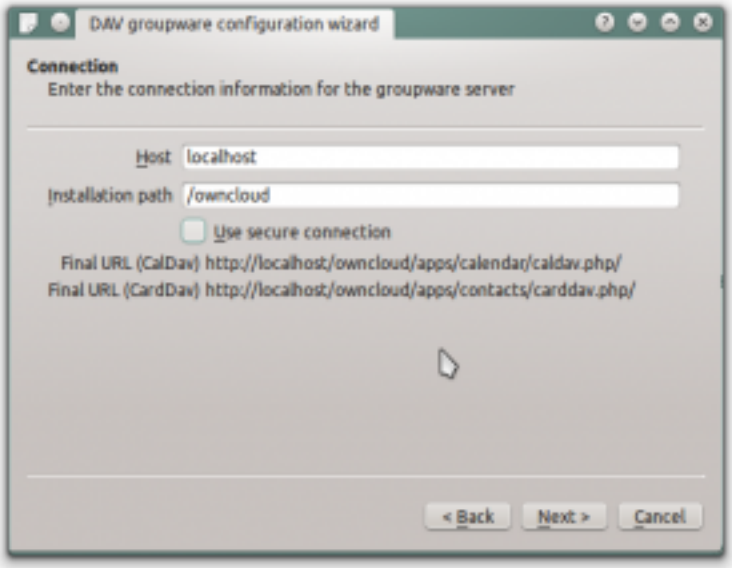
From KDE SC 4.8 and forward setting up ownCloud is very easy. From System Settings Personal Information/Akonadi Resources Configuration select DAV Groupware resource.



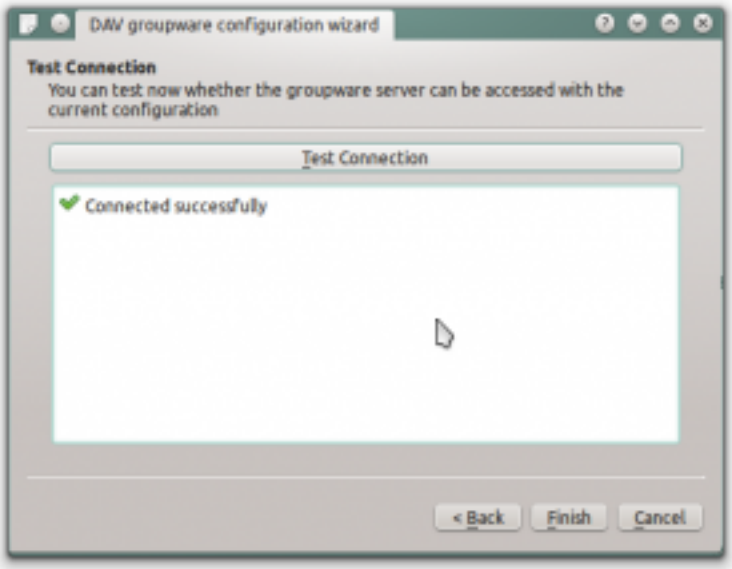
Enter your ownCloud username and password and click “Next”.



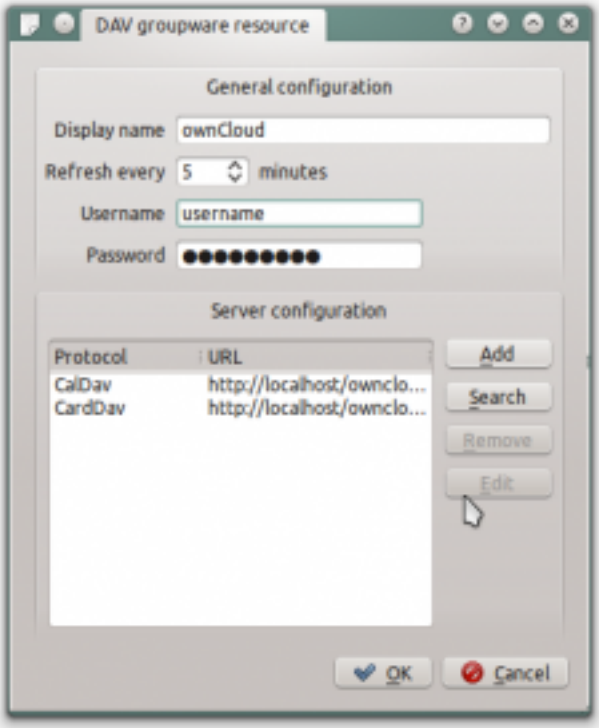
Select ownCloud in the drop down list and click “Next”.



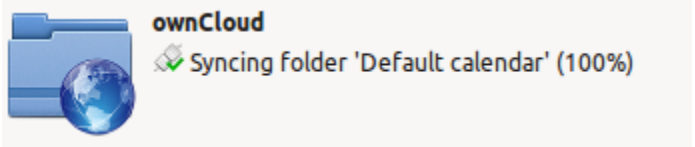
Enter the host name and installation path. If you do not use SSL remember to de-select “Use secure connection”.



Test the connection. If everything went well you should see a message like the one below.

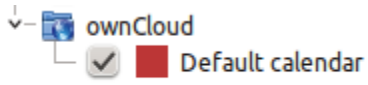


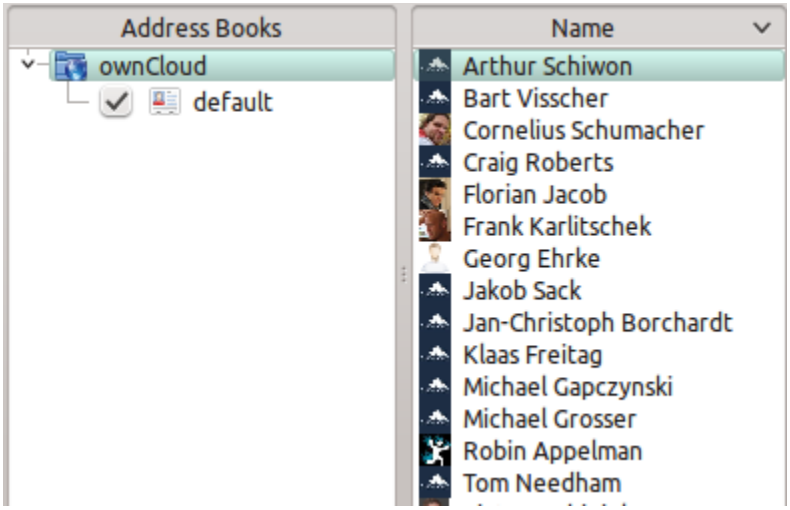
Click “Finish” and you will be able to change the display name and refresh interval.



Now you should see the Akonadi resource doing the first synchronization.

You can find the Contacts and Calendars in Kontact (or KOrganizer/KAddressbook if you run the programs separately.)





5.7 Troubleshooting

5.7.1 Debugging the issue

In a standard ownCloud installation the log level is set to "Normal". to find any issues you need to raise the log level to "All" from the Admin page. Some logging - for example JavaScript console logging - needs manually editing the configuration file. Edit `config/config.php` and add `define('DEBUG', true);`:

```
<?php
define('DEBUG',true);
$CONFIG = array (
    ... configuration goes here ...
);
```

For JavaScript issues you will also need to view the javascript console. All major browsers have decent developer tools for viewing the console, and you usually access them by pressing F-12. For Firefox it is recommended to install the Firebug extension.

5.7.2 Service discovery

Some clients - especially iOS - have problems finding the proper sync URL, even when explicitly configured to use it.

There are several techniques to remedy this, which are described extensively at the Sabre DAV website.

Apple iOS

Below is what have proven to work with iOS including iOS 7.

If your ownCloud instance is installed in a subfolder under the web server's document root and the client has difficulties finding the Cal- or CardDAV end-points, configure your web server to redirect from a "well-know" URL to the one used by ownCloud. When using the Apache web server this is easily achieved using a `.htaccess` file in the document root of your site.

Say your instance is located in the `owncloud` folder, so the URL to it is `ADDRESS/owncloud`, create or edit the `.htaccess` file and add the following lines:

```
Redirect 301 /.well-known/carddav /owncloud/remote.php/carddav
Redirect 301 /.well-known/caldav /owncloud/remote.php/caldav
```

If you use Nginx as web server, the setting looks something like:

```
url.redirect = (
    "^/.well-known/carddav" => "/owncloud/remote.php/carddav",
    "^/.well-known/caldav" => "/owncloud/remote.php/caldav",
)
```

Now change the URL in the client settings to just use `ADDRESS` instead of e.g. `ADDRESS/remote.php/carddav/principals/username`.

This problem is being discussed in the forum.

BlackBerry OS 10.2

BlackBerry OS up to 10.2.2102 does not accept a URL with protocol `https://` in front of the server address. It will always tell you, that it cannot login on your server. So instead of writing

> https://address/remote.php/carddav/principals/username

in the server address field, you have to write

> address/remote.php/carddav/principals/username

5.7.3 Unable to update Contacts or Events

If you get an error like `PATCH https://ADDRESS/some_url HTTP/1.0 501 Not Implemented` it is likely caused by one of the following reasons:

Outdated lighttpd web server lighttpd in debian wheezy (1.4.31) doesn't support the PATCH HTTP verb. Upgrade to lighttpd >= 1.4.33.

Using Pound reverse-proxy/load balancer As of writing this Pound doesn't support the HTTP/1.1 verb. Pound is easily patched to support HTTP/1.1.

CHAPTER

SIX

USING THE BOOKMARKS APP

If you want to add a bookmark to the Bookmarks application, you can either use the main interface or the bookmarklet.

6.1 The main interface

6.1.1 Add a bookmark

In the bookmark application, enter a URL into the top-left area of the content section. After adding an address, click on the pencil button to edit fields for the given address. The main ownCloud bookmark interface contains 3 fields at the top where you can enter the website address (or URL), the title of your bookmark, and a set of tags separated from each other by a space.

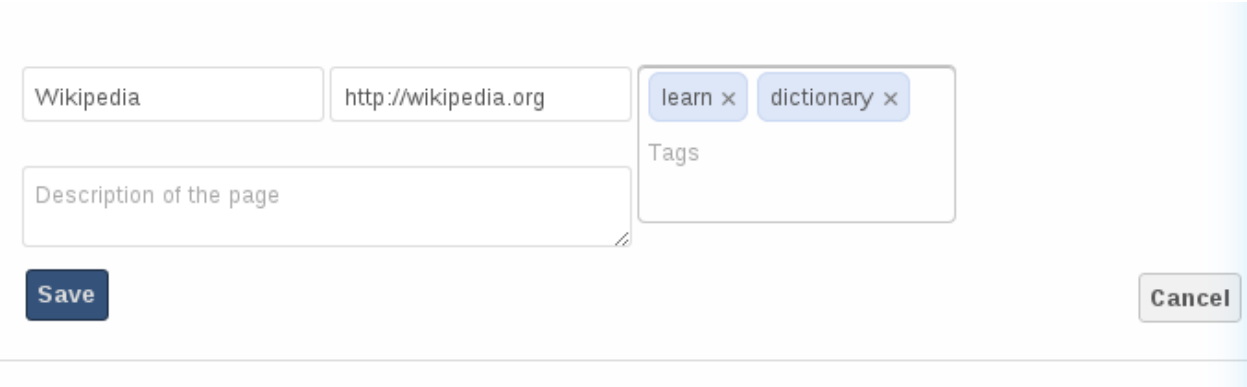


Figure 6.1: Adding a bookmark manually

In this example, we have added the page *http://wikipedia.org* with the title "Wikipedia" and some tags describing what Wikipedia is for an easier search later on.

6.1.2 Edit/Delete a bookmark

You also have the possibility to edit or delete a bookmark.

To edit a bookmark, hover over the bookmark and click on the pencil icon. The bookmark details will then be filled into the 3 fields at the top of the screen. Modify your bookmark to your needs then click the save button to persist the change.

To delete a bookmark, hover over the bookmark and click the cross icon.

6.1.3 Search

If you click on a tag, ownCloud will only display the bookmarks that are described with this tag.

You can also use the search bar of ownCloud in the top right of your screen.

Simply click on the "Bookmarks" menu in the sidebar to come back to the default view.

6.2 The Bookmarklet

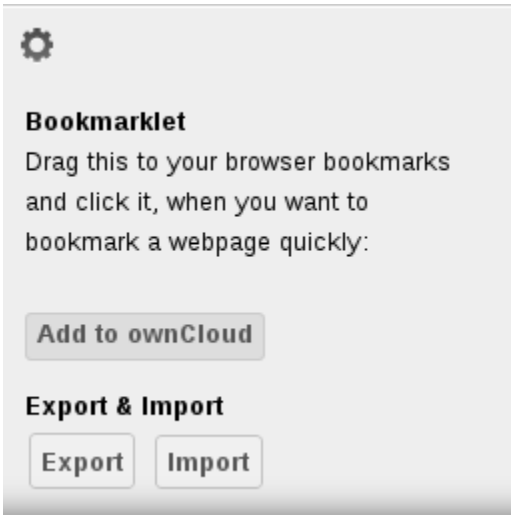

Bookmarklet
Drag this to your browser bookmarks and click it, when you want to bookmark a webpage quickly:
Add to ownCloud
Export & Import
Export
Import

Figure 6.2: Bookmarklet link

The creator of this app understands that people won't want to open the ownCloud boorkmarks page to add a bookmark every time they see a cool site. This is why they have made this cool "bookmarklet".

A bookmarklet is small button that you can drag and drop in your bookmarks. The next time you see a cool new site, click on this special bookmark to add the site to your ownCloud bookmarks.

To find this bookmark, click on the gear button at the bottom of the bookmarks app.

CHAPTER

SEVEN

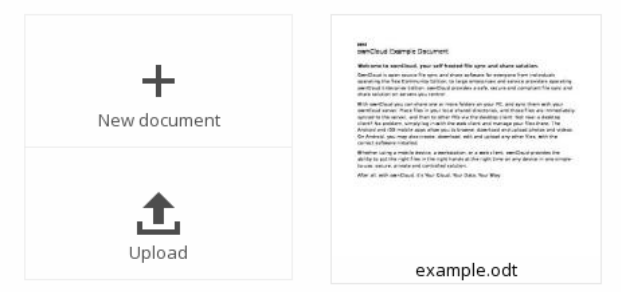
COLLABORATIVE DOCUMENT EDITING

The Documents application supports editing documents within ownCloud, without the need to launch an external application. The Documents app supports these features:

- Cooperative edit, with multiple users editing files simultaneously.
- Document creation within ownCloud.
- Document upload.
- Share and edit files in the browser, and then share them inside ownCloud or through a public link.

Supported file formats are *.odt*, *.doc*, and *.docx*.

7.1 The main interface

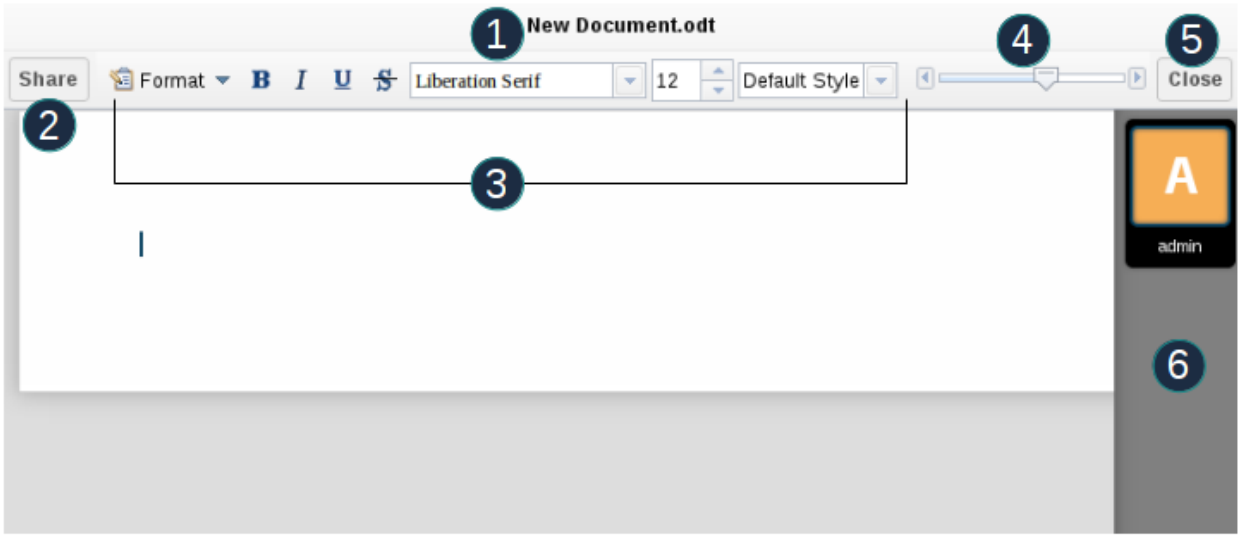


7.1.1 Create or Upload a Document

In the Documents application, you can upload an existing document or create a new one. The *New document* button creates a document named "New document.odt". The extension ODT is an OpenDocument format, which is supported by most word processors including Microsoft Word, LibreOffice Writer, and OpenOffice Writer.

7.1.2 Edit a Document

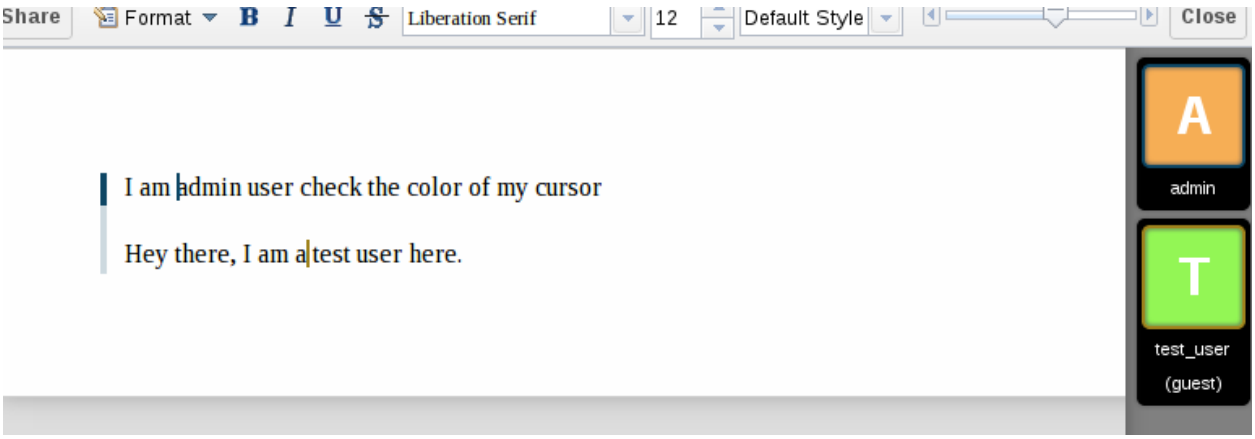
To edit a document, access the Documents app from your Apps menu at the top left of your ownCloud window.



1. Click on the file name to change it.
2. Share your document (See the *Share a document* section.)
3. Formatting toolbar.
4. Zoom in/out
5. Close and save.
6. Users currently editing this document.

Collaboratively Editing a Document

To edit a file collaboratively, it must be shared with everyone who needs editing permissions. Multiple users can edit it at the same time, and changes appear as they are made. The cursor of each user is the same color as the border color of their user picture.



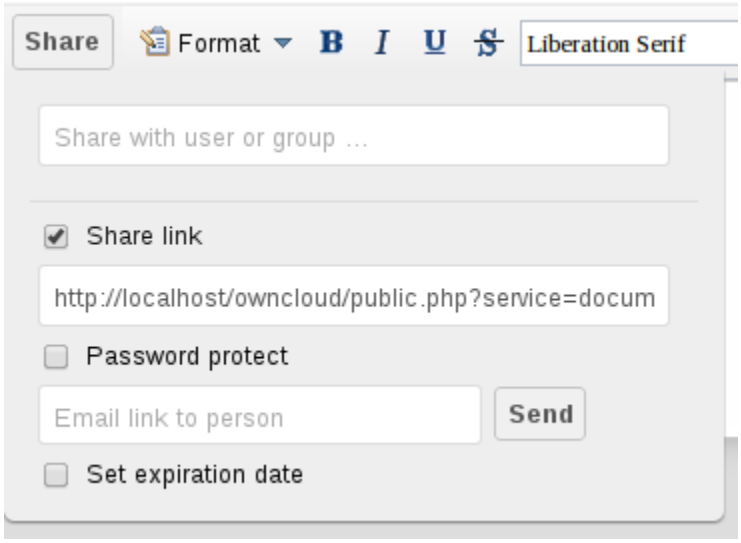
If a user is not a local user (e.g accessing the file using public link), they will be shown as guest in the user list, automatically named Guest 1, Guest 2, and so on. Guests can change their nicknames at any time.

7.1.3 Delete a Document

You can't delete a document from inside the Document app, but must go to your Files page and delete it from there. You'll find it in your default documents directory, as configured on your Personal page.

7.1.4 Share a Document

Document sharing has the same options as when sharing other files. While editing a document, you can use the *Share* button to enable other users to edit the document. This button will display all available options to share:



By default, you can enter local users or groups to share with. Checking *Share link* will enable sharing via a public link. Shares can optionally have an expiration date and password. ownCloud will send the public link to users by email by typing each email address into the email field. Separate multiple email addresses with a space.

CHAPTER

EIGHT

USER ACCOUNT MIGRATION

User account migration support is provided by the user_migrate app. It is important to note that only data from apps that support migration will be migrated. While we encourage all apps to support migration, it is not a requirement and it the responsibility of the app developer.

8.1 Export

To export your user account, simply visit Settings > Personal and click on the 'Export' button. A compressed zip file will be generated on the fly and downloaded to your computer. This file includes all of your files and application data that was stored on your ownCloud account. You may use this as a method of backing up your personal account.

8.2 Import

To import your user account, you must first have an existing account on your new ownCloud install. Then follow this procedure:

1. Login to your new account on the new ownCloud instance
2. Navigate to the Settings > Personal page
3. Select the 'Import' button, and locate the zip file that you downloaded from your old ownCloud instance
4. Wait for the file to be uploaded and imported

Note: Your user account credentials will **not** be migrated.

CHAPTER

NINE

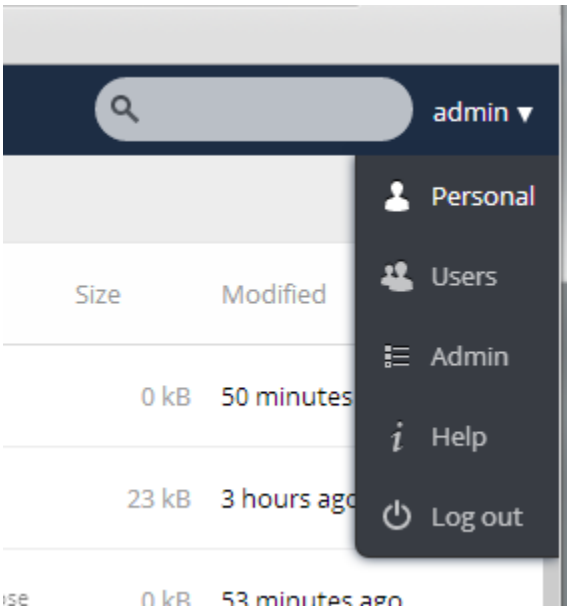
SETTING YOUR PREFERENCES

As a user, you can manage your personal settings.

To access your personal settings:

1. Clicking on your username in the top, right corner of your ownCloud instance.

   The Personal Settings Menu opens.



   Personal Settings Menu

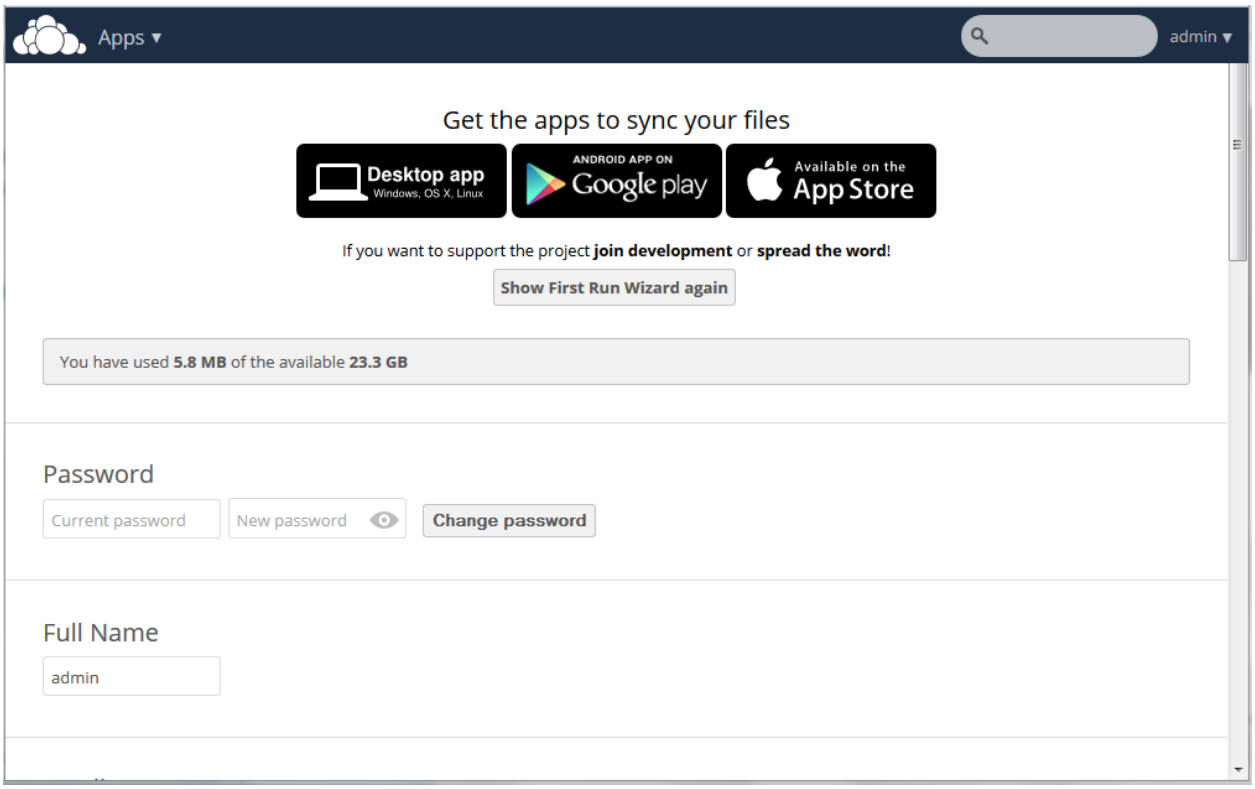
2. Choose *Personal* from the drop down menu.

   The Personal Settings Page opens in the main viewing window.

Note: If you are an administrator, you can also manage users and administer the server by using the related links in the Personal Settings Menu. However, these links do not appear to a normal user.

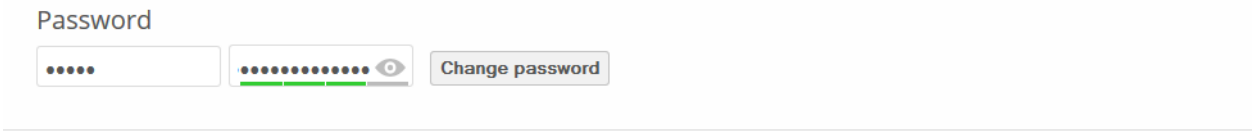
The options listed in the Personal Settings Page depend on the applications that are enabled by the administrator. However, some of the default settings for this page include the following:

- Usage and available quota – Appearing at the top of the page, this information provides the amount of space used and available for the user (in Megabytes).



You have used **5.8 MB** of the available **23.3 GB**

- Password – Enables you to change your password. To change your password, you must provide your current password along with your new password. When creating a new password, ownCloud provides a dynamic password strength indicator for your assistance.

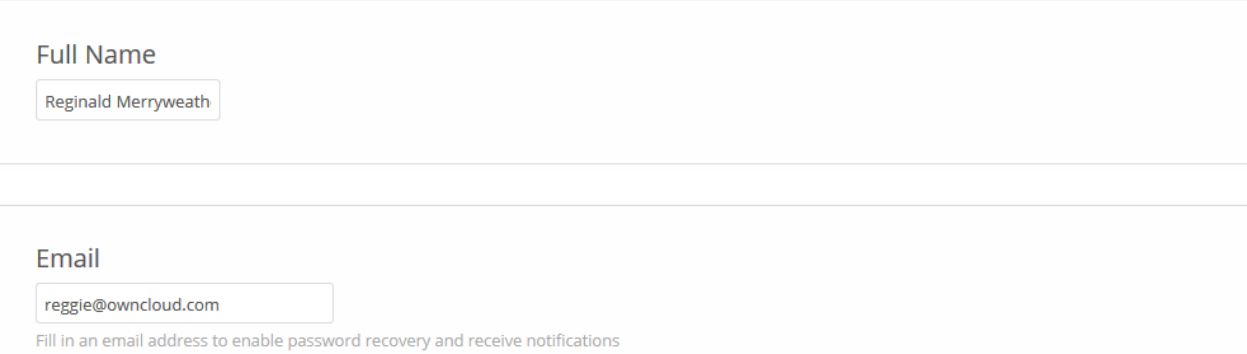


Note: If you would like the ability to recover your password through e-mail, specify your email address in the Email field (see below).

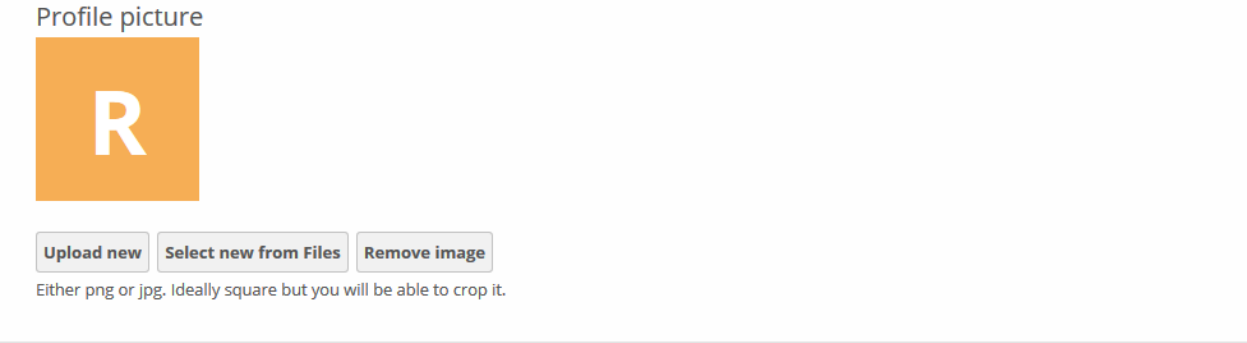
- Full Name – Enables you to specify your full name. This name appears at the top of the Personal Settings Menu.

- Email – Enables you to specify an email address for use by the ownCloud server and administrator in sending you notifications. For information about setting email notifications, see "Notifications" below.

- Profile picture – Enables you to specify a new avatar (profile image) that identifies you on the ownCloud server. By default, the profile picture is the first initial of your username. You can choose to keep the letter designation,



upload a new image from an external source, or select an image from any existing images in your ownCloud folders.

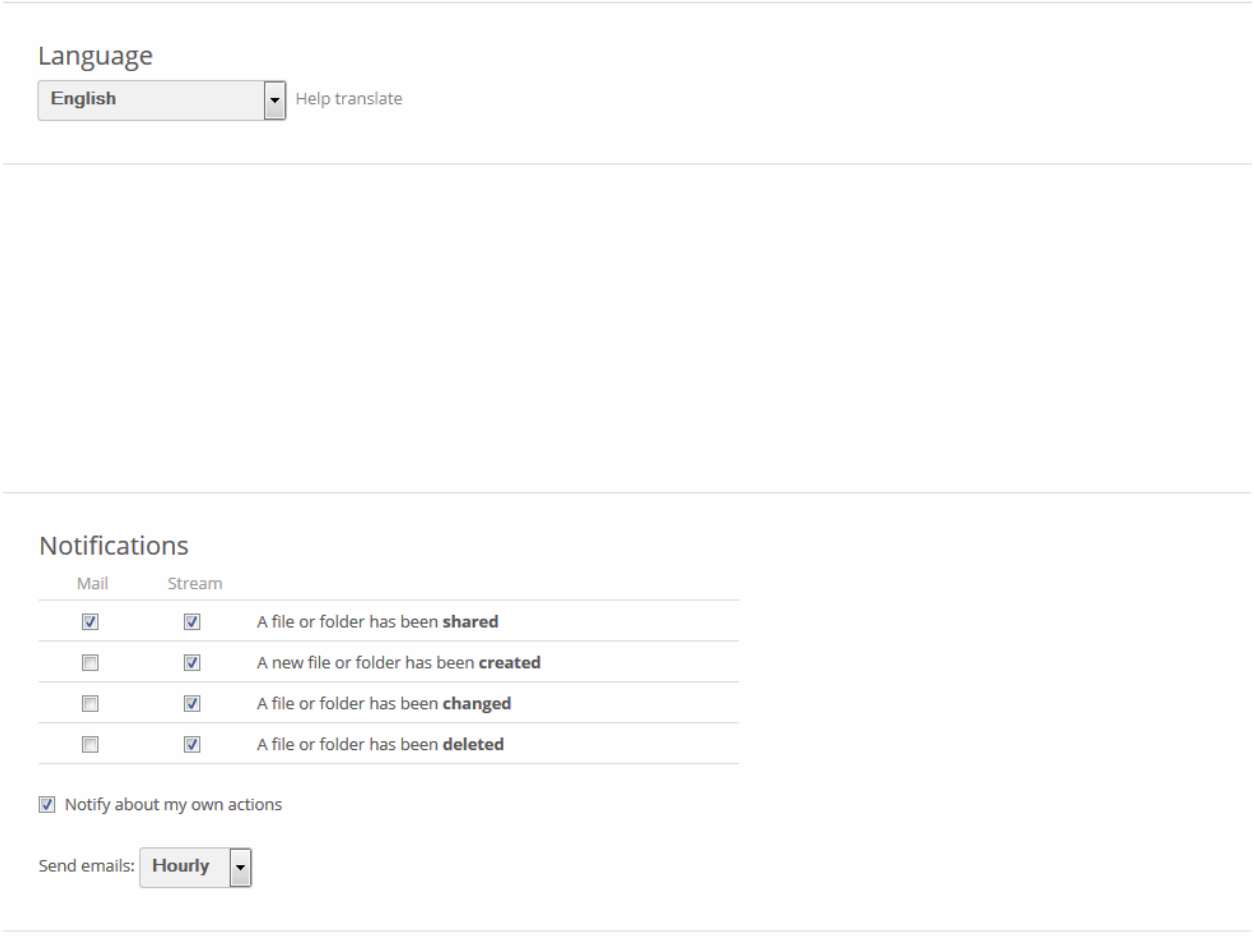

Profile picture
R
Upload new
Select new from Files
Remove image
Either png or jpg. Ideally square but you will be able to crop it.

- Language – Enables you to change your web interface language, if you want to override the browser settings.

- Notifications – Enables you to specify what notifications you receive for activities on your ownCloud instance. You can choose to receive messages through an email notification or online stream notification. In addition, the Notifications settings enable you to exclude changes that you make yourself and obtain only changes made by others on your account. You can obtain notifications hourly, daily, or weekly.

- Documents – Enables you to specify a location (folder) to which newly created documents are saved.

- Version – Specifies the ownCloud software version that you are using along with links to the ownCloud community, source code, and licensing information.


Language
English
Help translate
Notifications
Mail
Stream
A file or folder has been shared
A new file or folder has been created
A file or folder has been changed
A file or folder has been deleted
Notify about my own actions
Send emails:
Hourly
Documents
Save new documents to
/

CHAPTER

TEN

CONFIGURING EXTERNAL STORAGE

The External Storage application allows you to mount external storage services, such as Google Drive, Dropbox, Amazon S3, SMB/CIFS fileservers, and FTP servers in ownCloud. Your ownCloud server administrator controls which of these are available to you. Please see `Configuring External Storage (GUI)` in the ownCloud Administrator's manual for configuration howtos and example:

Configuring External Storage (GUI)

CHAPTER

ELEVEN

INDICES AND TABLES

- *genindex*